

INTAKE/DATA SPECIALIST

Open Door is seeking an Intake/Data Specialist for the Cancer Services Program of the Hudson Valley (HITCH, Inc.) located in Ossining, NY. The Intake/Data Specialist will report to the Regional Program Coordinator and will be based in Ossining, NY. The Intake/Data Specialist is responsible for working with potential clients to determine eligibility for breast, cervical and colorectal cancer screening and/or diagnostic services. The Intake/Data Specialist will work with participating medical providers to complete and generate appropriate CSP forms for providers and obtain results of client cancer screenings. The Intake/Data Specialist will communicate CSP information to the local CSP Care Coordinator, to ensure follow-up of abnormal screenings. Additionally, the Intake/Data Specialist is responsible for entering client information and screening results into a database.

Responsibilities:

- Interview prospective patients (English or Spanish) and determine eligibility for CSP Services.
- Work with participating providers to identify services provided and obtain results of cancer screenings.
- Accurately complete appropriate CSP forms and distribute to providers.
- Work in close collaboration with CSP Core Coordinators to insure timely follow-up of abnormal screening results.
- Manage client data, including entering screening results into database accurately and efficiently, obtaining outstanding results as needed.

Requirements:

- High School Diploma and 2 years progressively responsible healthcare or human services experience or;
- Two years of college education or a Bachelor's Degree in a healthcare or human services related field preferred.
- Must have knowledge of medical terminology and interactively collaborating with medical teams, and working knowledge of HIPAA regulations.
- Bilingual Spanish required.
- Strong communication, interpersonal and organizational skills
- Compassionate, articulate, and patient
- Ability to multi-task
- Ability to meet deadlines
- Computer proficiency essential
- Strong problem-solving skills
- Ability to work independently
- Works effectively on teams
- Detail oriented

There are many fantastic benefits to a career at Open Door Family Medical Centers. In addition to working to effect positive change in the health and lives of thousands residents of Westchester and Putnam counties, Open Door offers its employees a stimulating, diverse and team-based work environment with comprehensive benefits including medical, dental, life insurance, flexible spending accounts, 403(b) and 401(k), generous paid time off, onsite Wellness facilities, and educational assistance.

At Open Door, we enjoy working in a team-based, patient-centered environment and value the benefits of a diversified workplace that values our patients and the communities we serve.

If you want to make a difference in the lives of thousands of patients in the health of our communities of Westchester and Putnam counties, and if the position speaks to your capabilities, experience and commitment to improve the health of our communities, please send your resume and cover letter with salary requirements to lcassarino@hitch.org with **"INTAKE/DATA SPECIALIST"** in the subject header. Qualified candidates will be contacted by phone and/or email. Open Door conducts background and reference checks, as well as writing and computer literacy tests for final candidates.

Open Door is an Equal Opportunity Employer.

Date Posted: June 16, 2015