

**MAVERICK COUNTY HOSPITAL DISTRICT  
JOB DESCRIPTION**

**JOB TITLE: QUALITY IMPROVEMENT PAYMENT PROGRAM COORDINATOR**  
**DEPARTMENT: FINANCE**  
**STATUS: FULL TIME, EXEMPT**  
**REPORTS TO: Chief Financial Officer/ Chief Executive Officer**

**SUMMARY**

The Quality Improvement Payment Program (QIPP) Coordinator is responsible for overseeing and coordinating the Quality Improvement Payment Program (QIPP) at Maverick County Hospital District. The QIPP Coordinator will work to ensure that the hospital district meets all performance and quality metrics established by QIPP, facilitating the hospital district's receipt of funding and enhancing the overall quality of patient care.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

**1. 1. Program Coordination:**

- Lead the implementation and ongoing coordination of the QIPP at Maverick County Hospital District.
- Develop and implement strategies to meet QIPP performance and quality metrics.
- Coordinate with various departments to integrate QIPP initiatives into daily operations.

**2. Data Analysis and Reporting:**

- Collect and analyze data to monitor the performance of the nursing homes in the QIPP.
- Prepare and submit regular reports on QIPP progress to the hospital district management and relevant governing bodies.
- Identify areas for improvement and develop action plans to address them.

**3. Training and Development:**

- Develop and deliver training programs for staff on QIPP initiatives.
- Collaborate with the clinical and administrative staff to enhance their understanding of QIPP requirements and expectations.

**4. Policy Development and Implementation:**

- Assist in the development and implementation of policies and procedures to support QIPP goals.
- Ensure compliance with all QIPP regulations and standards.

**5. Stakeholder Engagement:**

- Work closely with internal and external stakeholders to foster collaboration and synergy in achieving QIPP objectives.
- Represent the hospital district in meetings and discussions with external organizations regarding QIPP initiatives.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **EDUCATION and/or EXPERIENCE:** Associate degree or higher education in healthcare administration, public health, or a related field is preferred but not mandatory. 1-2 years of experience in healthcare or related sectors, preferably with a focus on program coordination or administration. Basic understanding of data analysis and reporting. Excellent interpersonal and

communication skills. Willingness to learn and adapt to the evolving healthcare quality improvement methodologies and best practices.

- **SKILLS: Analytical Skills:** Ability to understand and work with data to generate useful insights.

Ability to work well in a team and contribute positively to group initiatives. Good written and verbal communication skills. Ability to manage tasks efficiently and keep objectives on track.

**CERTIFICATES, LICENSES, REGISTRATIONS:** None

### PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit reach with hands and arms; bend and kneel; and talk and hear. The employee must frequently lift and/or move objects weighing up to 20 pounds, such as books and stacks of records. Specific vision abilities required by this job include close vision and ability to adjust focus.

### WORK ENVIRONMENT

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is frequently loud and distracting. The employee is constantly required to perform tedious, exacting work; and to work closely with others as part of a team. The employee is frequently required to perform multiple tasks simultaneously, and to counsel and assist individuals from a variety of ethnic and socioeconomic backgrounds.

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Employee

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Date

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Department Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
CEO

\_\_\_\_\_  
Date



9/11/23