



# Example of Data Integrity Specialist Job Description

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Our innovative and growing company is looking to fill the role of data integrity specialist. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for data integrity specialist

- Help with MAOP verification program
- Participate in audits from local and federal agencies
- Identifies, researches and corrects data integrity issues within the Master Patient Index (MPI)
- Responsible to work daily reports of scheduling and registration errors and update accounts prior to DOS and bill drop date, which may include incorrect scheduling selection, eligibility errors, missing MSPs, NPI errors
- Researches, reviews and corrects wrong encounters which may include duplicate medical records, incorrect demographic/insurance information, or registering the wrong patient
- Develops and performs audit procedures to measure and monitor staff proficiency and to ensure optimal data integrity, including the auditing of Pre-Service and Patient Access activities, reconciliation and documentation of results to ensure quality improvements
- Review each loan approval for appropriate lending authority based on loan type, exposure limit, to ensure approvals are in compliance with Bank's Lending authority requirements as outlined in the Credit Policy Manual
- Review loan packages for compliance with regulatory requirements Flood, HMDA, CRA, REG B
- Review lender supplied loan forms
- Resolve any discrepancies in borrower name, address, tax id, with lender, documentation department, branch system and / or CIF Department as needed

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- Corrosion control/cathodic protection experience preferred
  - Working knowledge of Smallworld GIS software to include version management, conflict resolution, creating and running spatial queries
  - Working knowledge of construction practices, especially as related to record keeping
  - Ability to proficiently operate computer software (MS Excel and Access) and hardware for data manipulation, analysis and presentation purposes
  - Ability to logically analyze and solve business problems
  - Ability to write and present several ideas in a logical and concise manner