Tuberculosis (TB) Program Assistant, Limited Term Employee (LTE)

Work Unit and Address:
Division of Public Health
Bureau of communicable Diseases
Community and Healthcare-Associated Infection Prevention (CHIP) Unit
1 W. Wilson Street, Room 255
Madison, WI  53703

Contact Person:
Julie Tans-Kersten, MS, BSMT (ASCP)
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Position Summary:
Under the general supervision of the Community and Healthcare-Associated Infection Prevention (CHIP) Unit Supervisor, the LTE TB Program Assistant will support Tuberculosis surveillance, analysis and response activities in the Communicable Diseases Epidemiology Section and Bureau of Communicable Diseases. The major responsibilities of the LTE TB Program Assistant are to assist with the timely and accurate review, entry, preparation and submission of data to fulfill TB medication requests, and ensure payments for contracted pharmacies and local health departments. The Program Assistant uses both the Wisconsin Electronic Disease Surveillance System (WEDSS) and TB Ordering and Billing Interface (TOBI) databases for entry of financial, clinical and epidemiologic data. The TB Program Assistant will work closely with other TB Program staff to fulfill Wisconsin’s mandate to respond and eliminate TB.

The effect of this position is to support the timely, accurate, and complete entry of TB related data, processing of medication orders and reimbursement to providers for relevant services. With complete and timely data, program statistics needed by the CDC, State, and local public health departments will be readily accessible.

Hours:
10-15 flexible hours per week between the hours of 7:30 AM and 4:30 PM.
Goals and Worker Activities:

60%  A. Assist with timely, complete, and accurate data entry for TB Program.

   A1. Implement a process to ensure secure, timely and accurate entry of laboratory and disease reports into WEDSS.

   A2. Scan paper reports and forms into individual patient WEDSS files.

   A3. Contact clinical laboratories and health care providers to obtain missing demographic and clinical information for disease reports requiring public health follow-up.

   A4. Follow procedures to protect patient and data confidentiality.

   A5. Obtain nursing staff review of medication requests and independently process selected medication orders based on established criteria.

   A6. Enter and process medication refill requests.

30%  B. Assist with timely and accurate payment of TB Dispensary billing and reimbursements.


   B2. Complete internal patient identification coding and enter invoices into the TB Ordering and Billing Interface.

10%  C. Other office duties as assigned.

Knowledge, Skills and Abilities:

1. Proficient in oral and written communication skills.

2. Experience reviewing medical records.

3. Familiarity with basic medical terminology.

4. Skills in data entry, data cleaning, data quality assessment.

5. Skills in management of and organization of paper and electronic files.

Send resume and list of available hours to
Julie.tanskersten@dhs.wisconsin.gov