



Haslet Database Coordinator

Position Description

Job Title: Haslet Database Coordinator	Reports To: Haslet Office Manager
Date: March 2025	Hours/Status: 20hrs/wk Non-Exempt

The Haslet Database Coordinator will report to and take direction from the Haslet Office Manager as well as the Haslet Clinic Director. The Haslet Clinic Director, in conjunction with the Haslet Office Manager, will conduct an annual review of job performance. The Haslet Database Coordinator is an essential role for creation and retention of patient files by efficiently managing large amounts of information that is sensitive and confidential. This position also includes compiling data to create reports for the different services and activities of the clinic.

The Haslet Database Coordinator performs some or all of the following:

Data Management

- Prepare patient files for computer entry by compiling and sorting information. Establishes entry priorities and maintains database by entering new and updated patient information.
- Processes patient files by reviewing for accuracy and deficiencies.
- Responsible for running data queries, maintaining data integrity and security, and ensuring the proper sorting and organizing of the database.
- Processes regularly scheduled reports to a variety of departments as well as specialty reports as needed.
- Acts as a Medical Records Clerk by overseeing the secure management of all Patient Health files at MCWC. Duties include filing records, assisting in audits, and collecting information.
- Assist the Haslet Office Manager with donation recordkeeping as well as writing purchase orders as needed.
- Assist the Haslet receptionists with the phone as needed.
- Continue to expand on database program abilities and how it can best be utilized to assist the department heads in measuring the goals for the clinic.

Qualifications

- Pro-Life, Christ follower and believes that the Bible is the inerrant word of God.
- Is dependable, stable, and capable of following through on commitments.
- Proficient in organization, computer, typing, and filing skills.
- Expresses sincere desire to reach to women in crisis pregnancies, especially to those who are abortion-vulnerable and abortion-minded.
- Maintains a consistent life-affirming philosophy.

NOTE: This job description is not intended to be all-inclusive. Employee may be required to perform other duties to meet the ongoing needs of Mid Cities Women's Clinic.

Employee Signature: _____ Date: _____