



JOB TITLE: Health Informatics Specialist
DEPARTMENT: Mission Impact & Data Analysis (MIDA)
CLASSIFICATION: Exempt

REVISED: 2/2020

POSITION DESCRIPTION

SUMMARY:

The Health Informatics Specialist is an at-will position that reports to the Director of Mission Impact and Data Analysis (MIDA). This position will Implement, oversee and provide support for health information systems to ensure that they meet the organization's healthcare and enabling service delivery needs as well as legal/regulatory and ethical standards.

ESSENTIAL JOB FUNCTIONS:

- Provide technical assistance and help end users resolve issues via a help desk
- Add, delete, and configure system templates and reference/database files
- Develop and maintain templates, order panels and other shared system tools to promote clinical process consistency across care teams
- Receive system issue/defect reports from a variety of sources, research reported issues, and either resolve internally or coordinate vendor support (and monitor until complete)
- Develop, test and implement reporting and/or data extracts for a variety of organizational needs
- Support the development and ongoing use/maintenance of interfaces between Common Ground's health information systems and outside parties/systems
- Run reports on a regular basis and update dashboards as needed
- Comply with attendance and punctuality policies, as well as all other Common Ground policies and procedures

RELATED JOB FUNCTIONS:

- Assists in developing, evaluating, implementing and supporting other applications and systems that interact with the EHR or EHR data including the organization's participation in health information exchange use cases and external interfaces
- Perform other job-related duties as assigned

SUPERVISION: None

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE OF:

- Basic programming/scripting routine processes
- Exporting, importing, moving and editing different file types
- Data analysis and reporting

SKILL TO:

- Type, enter data and file efficiently
- Operate office equipment
- Demonstrate high level of proficiency in relevant software and applications (i.e. Microsoft Word, Excel, PowerPoint, Outlook, Access and SharePoint)

ABILITY TO:

- Work independently while demonstrating problem solving and follow through with effective solutions
- Work within a team environment
- Understand and follow verbal and written instructions
- Communicate effectively, both verbally and in writing
- Demonstrate organizational skills with strong attention to detail



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REQUIRED EDUCATION AND EXPERIENCE:

- Associates Degree or comparable set of experience and education
- Microsoft Office Specialist (MOS) in Excel, preferred
- Applicants with a High School Diploma and MOS will be considered
- High familiarity with exporting, importing, moving and editing different file types
- Basic knowledge of programing/scripting routine processes

ESSENTIAL REQUIREMENTS:

Physical Requirements:

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

Environmental Working Requirements:

Work is done in an office environment with exposure to computer screens; Assignments may require work to be done on an individual basis or in teams with members at various staffing levels. The work environment is that of a crisis center and may subject staff to behavioral and medical events that could be physically hazardous.

Other Requirements:

“On-call” status requirement. Must be willing and open to training for continuous learning or specialized operating environments.

The agency may in its sole discretion fill this position on a full-time, part-time or contingent basis with the individual best fit to perform the essential functions of the job. The above statements describe the general nature and level of work performed by employees assigned to the title. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Employees in this title are subject to a background check and a pre-employment physical.

Employee Signature

Date

Human Resources Witness

Date