SC HCCN Clinical Informatics Analyst

Organization: SC Primary Health Care Association
Date Posted: 3/6/2019
City: Columbia
Country: United States
Primary Category: Non-Profit
Type of Position: Full-Time
Education Requirement: Bachelor's
Experience Requirement: 1-2 years

Description & Details

I. Position Summary: The SCHCCN Clinical Informatics Analyst (IA) is responsible for assisting participating health centers with improved clinical workflow and quality assurance for data integration processes and quality improvement reporting at various levels. In addition, the IA will be responsible for work activities both internal to SCHCCN and external with participating health centers and Health Information Technology (HIT) vendors regarding the aggregation of clinical data, claims data, and other data types.

II. Essential Functions/Responsibilities:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Implement tools, workflows, and processes that assist staff of SCHCCN participating health centers with the management of data in patient care and quality outcomes.
2. Work with Chief Information Officer to develop and implement best practices for data stewardship and governance to enhance quality of data at participating health centers.
3. Recommend innovative ideas, processes and procedures to enhance existing Quality Improvement (QI) reporting at participating health centers.
4. Work with SCHCCN participating health centers to determine feasibility of integrating data from different service types (medical, behavioral health, dental, pharmacy, etc.) and help facilitate this capability where applicable.
5. Collaborate with both SCPHCA and SCHCCN participating health center QI staff to determine data needs and metric definitions for priority Clinical Quality Measures and other Key Performance Indicators.
6. Assist with analysis, mapping, and data validation processes from the various EHR systems used by SCHCCN participating health centers for the purpose of populating a centralized data repository, including medical, laboratory, claims and other health data.
7. Develop procedures to ensure quality of data and load processes for the data repository are monitored on a continual basis.
8. Maintain knowledge base and skills necessary to perform duties and responsibilities.
9. Performs other duties as assigned.

III. Qualifications:

A. Education/Experience Required:
   • At least two years of prior experience working with medical, lab, prescription, immunization, claims, and other health data, one of which related to QI.
   • Hands-on experience with Electronic Health Record (EHR) systems highly preferred but not required. General knowledge of EHR systems is required.
   • Bachelor’s degree required. Health Information Technology or other Healthcare related field highly preferred.

B. Computer Skills:
   • Internet software
   • Strong working knowledge of Microsoft Office (Outlook, Word, Excel, PowerPoint)
C. Other Skills/Work Behaviors/Requirements:
• Demonstrates willingness to learn; seeks to develop oneself
• Practices effective communications skills: written, oral, and presentation.
• Cultivates strong customer (internal and external) relationships.
• Values diversity.
• Consistently meets deadlines and is responsive in a timely manner.
• Possesses strong organizational skills.
• Displays flexibility, versatility and ability to work under tight deadlines and respond to appropriately to unforeseen demands.
• Disseminates information accurately and timely.
• Exhibits proven ability to independently manage multiple tasks and projects.
• Exhibits good working knowledge of health information technology.
• Requires ability to work under a degree of stress related to duties that require constant attention and/or tight deadlines.
• Must be able to multi-task.
• Must be able to deal with diverse populations.
• Requires in-state and out-of-state overnight travel.

How to Apply / Contact

Interested candidates should submit your resume to: hr@scphca.org