**Job Description**

# Job Classification Department/Employee Group

Health Information Technology Coordinator Health/Midmanagement

**FLSA Category Title of Immediate Supervisor**

Exempt Public Health Finance and Information Officer

# Job Summary

Collaborate with the Health Department to gather, manage, interpret, and analyze patient healthcare data in support of Health Department and [CHC] operations.

| **Task No. Description** | |
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| 1. | Coordinate and oversee the Electronic Medical Records (EMR) workflow activities of Falls Community Health. | |
| 2. | Develop and maintain EMR application interfaces and ensure consistent connectivity. | |
| 3. | Establish standards for data collection and dissemination. Identify new data sources and promote the use of data internally and externally. | |
| 4. | Build systems and processes for leveraging data to aid in departmental decision making. Develop and maintain related performance dashboards. | |
| 5. | Interpret and analyze data including statistical analyses, develop performance metrics, assist in evaluating proposed and on-going initiatives, and propose and recommend new uses of data for operational improvements. Communicate data-based insights in a relatable manner to varied stakeholders. | |
| 6. | Develop EMR workflows. Write and maintain up‑to‑date procedures and related workflow materials. Perform and document staff training to ensure compliance with workflows. | |
| 7. | Utilize data collected to forecast current and future needs, assess current performance metrics, evaluate strategic opportunities, and execute operational improvements. | |
| 8. | Manage and maintain data sources and ensure compliance with specific health confidentiality requirements including HIPAA Privacy and Security policy and procedures. | |
| 9. | Work closely with clinical teams as a resource for information. Participate with quality management teams to improve outcomes, and maintain quality assurance expectations. Complete various projects as assigned. | |
| 10. | Work with the City of Sioux Falls Information Technology Division to ensure smooth operation of EMR, and other applications in support of compliance issues. | |
| 11. | Perform other such duties and functions as are necessary or incidental to the proper performance of this position. | |

| **Minimum Qualifications** |
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| Graduation from an accredited college or university with a degree in information technology, program management, or data analytics, and a minimum of two (2) years’ responsible experience in data reporting and analysis preferably in the health care field; or any such combination of education, experience, and training as may be acceptable to the hiring authority.  Must be willing to work evenings and weekends as required. |

**Preemployment Screenings**

Preemployment screenings may include, but are not limited to, the following: drug screen, references, and criminal background.

| **Knowledge, Skills, and Abilities** |
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| Ability to communicate concepts and directions into practical solutions. |
| Ability to work independently and innovatively in a variety of situations and be flexible and adaptable to change. |
| Ability to develop and conduct presentations to staff and project stakeholders.  Ability to analyze and resolve problems.  Effective organizational skills including ability to manage multiple projects with the adaptability to meet changing priorities and react to problems quickly.  Ability to use Microsoft Office-based business software applications and business-specific software applications. |
| Ability to work with diverse teams, building strong relationships across a wide range of functional areas. |
| Ability to understand complex concepts and directions into practical solutions. |
| Proficient in project management and tracking methodologies. |
| Knowledge of research and analytical techniques, methods, and procedures. |
| Ability to effectively communicate, both orally and in writing. |
| Ability to establish and maintain effective working relationships. |
| Ability to maintain confidentiality and integrity of the City, Falls Community Health, and the Health Department. |