**Reports To:** Chief Executive Officer

**Position Summary**: To develop and implement goals and objectives for health information systems technology including communication systems throughout the organization. In collaboration with other departments, will plan, organize, and execute health information systems functions, including support, maintenance, planning, compliance and advancement of organizational technologies. Supervise the Clinic System Support Specialist. Manage the organizational implementation of electronic health records and ensure HIPAA compliance with health information systems within the organization.

**Duties and Responsibilities – Information Systems:**

1. Make recommendations in order to procure, install and maintain all computer hardware and software, and all other products and supplies necessary to keep computer systems up to date.
2. Create and maintain department and organization-wide Information Systems policies and procedures.
3. Provide full management oversight of Clinic Systems Support Specialist including but not limited to, performance evaluations, merit increases, performance management/progressive disciplinary actions and daily managerial support.
4. Assists management to develop, implement and manage departmental and organization-wide Information Systems budgets.
5. Produce time lines for application releases and implement effective project control over software releases. Direct operations in executing production tasks according to established schedules.
6. Review business requirements with management prior to implementation of technical solutions.
7. Maintain security of all data proprietary to the agency and provide for the complete backup of all computer systems in case of system failure or disaster.
8. Act as liaison between hardware/ software vendors and the Information Systems department including Clinic System Support Specialist and Site Specialist.
9. Analyze complex business needs presented by the user community and/or clients and recommends technical solutions.
10. Continuously evaluate equipment, software and processes, and recommend and manage changes as appropriate.
11. Maintain current knowledge of state-of-the-art developments and industry trends.
12. Implement and support multiservice software packages.
13. Manage the customization of site parameters.
14. Address integration issues with other software packages.
15. Review site parameters and local tables with each service for accuracy and completeness.
16. Coordinate implementation of new software products that cover these functions.
17. Analyze and evaluate processes related to information flow.
18. Provide training on current software applications and new features to clinic site specialists or other designated staff employee.
19. Ensure training is scheduled for new users/epic site specialists. Follow up with Clinic Managers on training and performance.

**Duties and Responsibilities – EHR/HIPAA:**

1. Possess knowledge of existing and emerging requirements related to privacy and confidentiality of health information to serve as the organization HIPPA compliance officer. Ensure compliance with all existing and emerging requirements related to privacy and confidentiality of health information.
2. Possess knowledge of existing EHR policies and procedures associated with the collection and distribution of clinical data via the repository.
3. Facilitate the identification, creation, implementation, and maintenance of organization policies and procedures related to the EHR.
4. Serve as a clinical information liaison to facilitate communication between clinical caregivers and technical implementation teams/Site Specialist.
5. Maintain current knowledge of applicable federal and state EHR/HIPAA related laws and accreditation standards; monitor and communicate changes to ensure organizational adaptation and compliance.
6. Coordinate and follow up with Site Specialists and other appropriate personnel for task force assignments related to EHR projects and issues.
7. Coordinate efforts to correct deficiencies and errors that occur in the electronic record.
8. Work cooperatively with applicable organizational entities to ensure policies and procedures meet or exceed existing legal and regulatory requirements as related to the EHR and HIPAA.
9. Supports interdisciplinary team in area by listening to concerns and suggestions and by providing follow-up and feedback in a timely manner.
10. Written monthly reports with communication and updates sent out to all staff.
11. Attend management meetings as necessary.

**Supervisory Responsibilities:** Clinic System Support Specialist, as well as organizational information systems department.

**Minimum Qualifications:**

1. Bachelor’s degree. Computer Science, Health Information Management, or other related degree. (Additional experience may be substituted for education.)
2. 5 years’ experience.
3. In depth knowledge of database management and processing.
4. Comprehensive knowledge of information systems technology (hardware, software).
5. Demonstrated aptitude for learning and keeping current with new technologies.
6. Excellent verbal and written communication skills.
7. Ability to analyze and solve problems.
8. Ability to prioritize and organize.
9. Excellent interpersonal skills.
10. Excellent customer relations and positive attitude with employees clients, co-workers, and outside agencies; shows courtesy, friendliness, helpfulness, and respect.
11. Ability to manage multiple concurrent projects; must be able to tolerate frequent work interruptions, organize work and reset priorities in order to complete work responsibilities in a timely manner.
12. Ability to motivate professional staff.
13. Valid [state] Driver’s License with good driving record.

**Preferred Qualifications:** Fluent in Spanish.

**Physical Demands Required to Fulfill Essential Functions of this Position:**  Employee must be able to sit for long periods of time. Employee must be able to go up stairs. Employee must be able to focus on tasks while in an active office environment where conversation and noise is prevalent. Employee must be able to operate a keyboard, write, speak, and hear. Employee must be able to read small print both on paper and on a computer screen for long periods of time. Employee must be able to bend and reach to the top of a five-drawer filing cabinet. Employee must be able to lift boxes of no more than 30 lbs. Employee must be able to complete all job functions with or without reasonable accommodation.

**Working Conditions:** Office environment. Facility is non-smoking. There will be exposure to airborne and blood borne pathogens, and hazardous materials.