Position: Health Informatics Specialist

Department: Programs

Reports To: Director of Quality Improvement

**FLSA Status:** Exempt

**Position Summary:** Gathers and analyzes data to disseminate to the medical, dental and behavioral health teams as well as provides reports for grants and UDS measures. Promotes the understanding, integration and application of healthcare information technology in support of clinician/provider objectives, the organization’s vision, strategic goals and industry best practices. Foster a culture of patient and family centered care, service, quality and safety excellence, while improving patient experience, employee experience and community relations.

**Primary Duties and Responsibilities:**

* Works with the Quality Improvement (QI) department to provide clinical data analysis to improve quality metrics throughout the organization
* Devises methods and procedures for collecting and validating data while ensuring accuracy of the data.
* Complete Accreditation Association for Ambulatory Health Care (AAAHC) administrative reporting, updates and filing with AAAHC staff and AAAHC intranet.
* Assist in the preparation and completion of other state and federal reporting documents, including the annual UDS Report and other BPHC initiatives.
* Complete grant-writing assignments with appropriate supporting data/information, as assigned to support successful applications.
* Submission and development of final reports to external Quality Improvement (QI) project agencies.
* Utilize Azara DRVS to pull gap reports to reach out to patients for medical visits
* Serves on the Valley-Wide Health Systems, Inc. Grant Committee
* Other duties as assigned.

**Job Qualifications**

**Knowledge, skill and ability:**

* Ability to interpret data to improve patient experience
* Ability to develop computerized presentations
* Knowledge of Lean Six Sigma
* Advanced written and verbal communication skills
* Intermediate level use of Microsoft Office, Word, Excel and Outlook
* Knowledge of the Patient Centered Medical Home model, quality improvement principles and methodology

**Education or Formal Training:** Bachelor’s degree with emphasis in healthcare informatics with at least two years of experience in appropriate field (public health, quality assurance/quality improvement, health administration, or other health related field).

**Experience:** 2+ years Quality Improvement experience preferred.

**Qualities and Characteristics:**

* Ability to work independently and manage multiple projects from start to finish.
* High degree of accuracy, ability to prioritize work and manage time
* Maintains a professional relationship and positive attitude when communicating with staff at all levels
* Ability to teach others and maintain a positive attitude

**Working Conditions and Physical Environment:** Work is performed in an office environment within a medical clinic.