



HealthVantics, LLC Job Description

Job Title: Clinical Informatics Specialist

Reports To: Chief Information Officer (CIO)

Department: Technology

FLSA Status: Exempt

Duties and Responsibilities include the following. Other duties may be assigned.

- Provide data analysis support for the organization's Data Quality initiatives and community Secondary Use projects, including the following activities*:
 - Analyze business requirements;
 - Identify code sets for relevant data;
 - Develop report requirements;
 - Validate results;
 - Aggregate data to address project needs; and
 - Communicate with all parties to ensure consistent interpretation of deliverables.
- Recommend innovative ideas, processes, and/or procedures for enhancements, additions, and modifications to improve existing data in the Health Information Exchange (HIE).
- Serve as a resource for daily operational issues within the HIE related to clinical data or workflow.
- Provide evidence of HIE compliance with regulatory and incentive requirements via audits.
- Act as a liaison between Clinical, Community Services, and Technical resources with regard to data quality.
- Develop strategies and best practices to incorporate into future HIE policies and procedures.
- Monitor for, and report, on data quality issues from Data Sources or within the HIE.
- Promote the mission, vision, and values of the organization.

Requirements include the following:

- Clear understanding of HL7 V2.x, C-CDA 1.1 and 2.1, and X12 claims standards*
- Excellent Clinical Data Quality Analysis skills*
- Proficiency in tools and technologies used in data quality, including Excel and other Microsoft products*
- Good communication skills*
- Meticulous attention to detail*
- Familiarity with Clinical Quality Measures*
- Comprehensive experience in Data Science*
- The ideal candidate will be a self-starter/independent learner with a willingness to take a spec or project and run with it

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- Clinical research background is helpful
- Accustomed to database models
- Understanding of big data concepts

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Language Ability:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Math Ability:

Ability to work with mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills:

To perform this job successfully, an individual should have knowledge of:

- File comparison tools
- HL7 File Viewer/Editors
- MSSQL or other databases
- Microsoft Office product

Education/Experience:

Bachelor's degree (B.A./B.S.) from four-year college or university; and five to ten years related experience and/or training; or equivalent combination of education and experience; Clinical licensure or certification (RN, Medical Technologist [MT]) is strongly preferred.

Knowledge, Skills and Other Abilities:

- Oral and written communication skills
- Ability to understand clinical coding systems (LOINC, SNOMED)
- Basic HIPAA background

**Physical Demands:**

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

While performing the duties of this job, the employee is regularly required to sit, use hands, and talk or hear. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds.

Risk Designation:

High Risk. Employee has regular access to PHI, PII, company-confidential, or financial information with the ability to make changes to these data types.

Network Assignment:

Internal. No network restrictions, least-privileged access based on credentialing.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.