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## Position Description

## Health Information and Data Analytics Program Manager

## Supervised by: Director of Innovation and Health Informatics

## Location: Sioux Falls, SD or Bismarck, ND or possibly in the program area.

Status: Full-time/Exempt

**Purpose:** The Health Information and Data Analytics Program Manager serves as a lead staff member for the Community HealthCare Association of the Dakotas (CHAD) on matters related to the Great Plains Health Data Network. This position enhances CHAD’s ability to support membership and safety net providers serving low-income, geographically isolated, minority, homeless and migrant populations in North Dakota, South Dakota and Wyoming.

**General Description:** Under the supervision of the Director of Innovation and Health Informatics, and in accordance with CHAD’s policies and procedures, this position is responsible for managing the Great Plains Health Data Network (GPHDN) and assisting the 11 participating health centers in North Dakota, South Dakota and Wyoming improve access to care, enhance quality of care, and achieve cost efficiencies through the redesign of practices under the federally funded Health Center Controlled Network (HCCN) grant. The purpose of the network is to support health centers to leverage health information technology (HIT) and increase participation in value-based care.

**Essential Duties & Responsibilities:**

* Provide specialized technical and training assistance (T/TA) to participating health centers to leverage shared resources, training, data analytics expertise that support quality measurement and improvement, and the ability to share and apply lessons learned across providers.
* Plan, implement and evaluate all activities related to the HCCN goals.
* Provide coaching to participating health center members related to leveraging HIT and data with a focus on clinical quality, patient-centered care, provider and staff well-being, and enhancing virtual care.
* Manage program activities to reach the desired objectives on time and within budget.
* Support the HCCN Leadership Committee and all associated workgroups that are developed to achieve the goals of the project.
* Collaborate with partner organizations to advance strategic priorities of the HCCN.
* Provide opportunities for participating health centers to share lessons learned and promising practices.
* Serve as a resource for participating health centers with HIT concerns and problem resolution.
* Maintain expert knowledge related to pertinent content areas, new developments and industry trends related to HIT.
* Assist health centers with successful transition into new payment models and be a lead resource for technology, clinical data and operational expertise.
* Improve clinical and operational quality to reduce health disparities and improve patient and population health outcomes through the use of health information technology.
* Enhance HIT activities at the health centers by optimizing the use of their Electronic Health Records, patient engagement tools and the population health mananagement tool.
* Enhance comprehensive, integrated data collection, analysis, and reporting including Uniform Data System (UDS) performance measures.
* Assist with developing reports, and budget as needed for the grant period.
* Provide guidance and recommendations to mitigate security risks within the participating health center.
* Provide technical assistance to participating health centers to improve their data management, data integration and interoperability between health care systems.
* Foster and maintain strong working relationships with partner organizations and collaborate on initiatives that support the HCCN.
* Leads the security risk assessment (SRA) process for CHAD to mitigate any security risks and breaches of protected health information (PHI).
* Leads the implementation of and ongoing support for the Data Aggregation and Analytics System (DAAS) for CHAD and participating health centers.

**Qualifications:**

* Bachelor’s degree in a health information technology or informatics related field. Master’s degree preferred.
* Three or more years of health information technology, informatics, or related experience.
* Experience and knowledge with electronic health records (EHR) and HL7 messaging.
* Demonstrated health plan experience, preferably within population health or managed care operations.
* Understanding of Value-Based contracting and purchasing.
* Knowledge of Meaningful Use standards and health information exchange.
* Strong knowledgebase of quality improvement and data analysis experience.
* Must have well-developed skills in group facilitation and needs-based group work.
* Ability to maintain positive and cooperative working relationships with health center members, vendors, diverse community groups and other professional organizations.
* Capability to define priorities and clearly coordinate activities with a high degree of initiative, judgment, discretion and decision-making to achieve objectives.

**Other requirements**

Applicant must be able to:

* Be a team member in a fast paced, diverse work environment.
* Function effectively on an independent basis.
* Demonstrate strong decision-making and leadership skills.
* Maintain positive and cooperative working relations with clients, office staff, Board of Directors, and professionals from diverse backgrounds.
* Present a business image to persons who have diverse interests and ideas.
* Travel and attend meetings as requested, including some overnight stays.
* Travel by automobile and/or airplane to multiple locations throughout North Dakota, South Dakota, and Wyoming visiting HRSA-funded health centers.
* Obtain a valid driver’s license.
* Use automobile and have all liability and other automobile insurance as required by law.

**Physical Environmental Factors:**

The work is based from a home office and includes significant interaction - both in-person and online. Must have the ability to set up an office environment that is internet-enabled and free from distractions. Requires prolonged sitting, some bending, stooping, and stretching. Requires eye-hand coordination and manual dexterity sufficient to operate an automobile, keyboard, photocopier, telephone, calculator and other office equipment. Requires normal range of hearing and eyesight to record, prepare and communicate reports, make presentations, view a computer screen and operate an automobile.Community HealthCare Association of the Dakotas reserves the right to amend this job description as operational needs dictate. CHAD is an at-will employer.

I have read the above job description, and understand all my job duties and responsibilities. I am able to perform the essential functions as outlined with or without reasonable accommodations. I have discussed any questions I may have about this job description prior to signing the form.

Employee Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_

Supervisor Signature Date\_\_\_\_\_\_\_\_\_\_