COMMUNITY
HEALTH
PARTNERSHIP

Job Description

TITLE: HEALTH INFORMATION TECHNOLOGY SPECIALIST	**STATUS:** EXEMPT, FULL TIME
REPORTING TO: Chief Technology Officer	**LOCATION**: NORTH

Under the direction of the Chief Technology Officer (CTO), the Health Information Technology (HIT) Specialist is responsible for assessing, implementing and managing technology solutions to business need, in support of the Regional Care Collaborative Organization (RCCO) contract to serve Medicaid clients in El Paso, Elbert, Park and Teller Counties, and potentially for future external organizations contracting for such services.

The HIT Specialist works with CHP staff, consultants and external service providers to enhance business processes through the use of technology, including defining, analyzing and documenting requirements, preparing project plans and overseeing the development of solutions. Working with the technology staff, the HIT Specialist provides workflow support in the use of internal and externally hosted systems and serves as a liaison to state agencies and external service providers on technology projects, such as state-wide pilot projects for client engagement. The HIT Specialist works collaboratively with the RCCO Management, RCCO medical providers, and others to identify the most efficient and effective use of data and automated workflows being created in CHP's data warehouse environment and other software tools and services, and then defines how those services can be packaged and delivered within CHP and to external customers.

Duties and Responsibilities:
- Practice Workflow optimization, instituting best practices using CORHIO data and data, dashboards and reports generated by CHP Data Warehouse
- Define requirements for CHP Analytics as a Service by interviewing future customers including practices and other community companies and organizations
- Troubleshoot CORHIO connections with practices at a level beyond that done by Practice Transformation team. Know the CORHIO contact list and what CORHIO is doing with each of the 40 CHP PCP practices and the specialist practices to which they refer into
- Define long term requirements for connectivity to practices/CHP
- Monitor the CARES Touch-Phrase system and monitor the interface with Data Warehouse
- Detailed data analysis of requirements for data exchange with unique data sources and utilizers such as DA offices, DOC, DHS, TRE, TIC, Health Department and others
- Continual assessment of best practices to integrate clinical and BHO data, as we move toward that model in the re-bid, as well as technology requirements and required reporting for the BHO side.
- Evaluate current workflows and processes and make recommendations for re-engineering to best utilize capabilities of internal and external systems and enhance productivity, performance and accuracy.
- Act as a liaison between departmental end-users, information technology analysts, consultants and other organizations in the analysis, design, configuration, testing and maintenance of systems to ensure optimal operational performance.

- Perform market analysis and planning for deploying data analytics and automated workflow services as a service to external healthcare providers, including governmental agencies, care providers and insurance companies
- Assist with deployment of the care coordination automated tool and other software tools and services utilized by the Regional Care Collaboration Organization
- Represent CHP on strategic community partner advisory or working groups as assigned

Knowledge, Skills and Abilities:
- Understanding of clinical data analytics, automated workflows, automated alerting, encounter notification services, care management and patient engagement
- Knowledge and experience in health information technology
- Ability to translate business needs into technology solutions
- Ability to supervise and motivate employees
- Knowledge and experience in healthcare industry quality metrics
- Knowledge of principles and practices of project and contract management and general administration
- Must be possess strong communication and leadership skills and a commitment to collaboration among varying entities
- Ability to work well independently and as part of a team utilizing good judgment and discretion
- Initiative, resourcefulness, imagination, creativity and sound judgement
- Familiar with data collection, management and analysis to assess performance

Minimum Requirements:
- 4 year Degree/Bachelor's in Business, Healthcare, Marketing/Communications, or related field
- Minimum five years of project management experience in the healthcare industry
- Experience with healthcare, Medicaid and regulatory or health policy experience desirable
- Acumen in business, public relations, program development, and data interpretation
- Experience with coordinated or integrated care and medical management
- Analytical skill, ability to think through complex processes and relationships required
- High degree of accuracy, organization, thoroughness and attention to detail required

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