



Southern Indian Health Council, Inc.

4058 Willows Road, Alpine, CA 91901

Telephone: (619) 445-1188

Wellness is Traditional

JOB ANNOUNCEMENT

Position Title: Health Information Data Technician
Department: Health Information Management
Supervised By: Health Information Management Supervisor
Location: Alpine
Status: Non-exempt
Posted: March 21, 2017
Closing Date: Until filled
Compensation: \$17-\$26/Hr DOE
Grant: N/A
Hours: Full time, Monday-Friday, 8:00AM-4:30PM time may vary to meet the needs of the Clinic, including evenings and weekends

GENERAL STATEMENT OF RESPONSIBILITIES:

This position serves to integrate ongoing quality health information measures to ensure continuous quality improvement. This position supports clinical software applications used for and with the Electronic Health Record (EHR). This position supports healthcare metric reporting geared towards developing organizational quality improvement methods. This position will regularly consult with Department Directors for on-going and review of workflow processes in daily operations to improve patient care and experience. The overall goal of this position is to collect and review healthcare metrics and coordinate with employees to develop activities to enhance the quality of care for patients while simultaneously enhancing performance measures.

SPECIFIC DUTIES AND RESPONSIBILITIES:

1. Review daily schedule of medical, dental, and mental wellness patients scheduled to identify missing "measures" to support a patient centered care approach.
2. Empanel new patients within the Electronic Health Record
3. Capture of clinical encounter information by running reports and providing outcomes to employees and enacting plans to improve patient care as reflected in healthcare metrics.

- a. Reports include, but are not limited to: Government Performance and

Results Act (GPRA), Healthcare Effectiveness Data and Information Set (HEDIS), Meaningful Use (MU), and other health plan requirements as informed

4. Promotes an awareness of the importance of data validity and data security.
5. Coordinates efforts to correct deficiencies and errors that occur in the EHR.
 - a. Provides recommendations and configures clinical applications.
 - b. Coordinates consultations with Department Director for template enhancements.
6. Provides training to clinical staff on current software applications and new features, and ensures training is scheduled for new users.
 - a. Emphasizes timeliness, accuracy, security and the importance of these functions on every other clinical application.
7. Assists staff in the efficient use of the current software and provides support to others at the direction of management.
8. Analyzes and evaluates processes related to information flow.
9. Actively leads participate in Meaningful Use and EHR team meetings.
10. Acquires a comprehensive knowledge of the software involved to determine procedural issues versus system/application deficiencies.
11. Establishes effective interpersonal relationships with all levels of SIHC support personnel.
12. Promotes an atmosphere that encourages enthusiasm and user participation in clinical computing.
13. Creates a positive environment for reporting application and/or system deficiencies and suggestions for system improvements and enhanced functionality.
14. Builds relationships with contacts at other agencies, clinics, and organizations to allow for health promotion and quality measure support.
15. Coordinates health metrics performance improvement activities routinely.
16. Provides requested data reports to approved organizations, such as those conducted by the Health Center Partners and Indian Health Services.
17. Perform as needed duties in accordance with certification/ license (for example MA to perform MA duties; LVN to perform LVN duties)

18. Coordinate the women wellness event and HIV testing
19. Work very close with quality insurance department for health care audits
20. Other duties as assigned.

QUALIFICATIONS:

1. **Education/Experience:** Education, training and/or experience which clearly demonstrates possession of the knowledge and skills stated above. Requires a professional license and/or certification in Medical Assistance, or Nursing field. Experience in performance improvement, healthcare analytics, and quality metric reporting in a public or private healthcare facility required. Electronic Health Record database experience required.
2. **Licenses/Certifications:** A valid California driver's license required with application submission and must be maintained throughout employment. Applicant must be insurable under SIHC vehicle insurance policy at the time of hire and throughout employment.

Certifications and/or licenses appropriate to the positions required education and profession must also be valid and maintained.

3. **Character:** Applicants must have a reputation for honesty and trustworthiness. Must be responsible and able to exercise good judgment, accept administrative supervision, pay attention to detail, follow instructions, including the ability to interact effectively and communicate with people in a professional and courteous manner. Must be highly confidential and work as a team with other staff. Applicant should be sensitive to client's needs.
4. **Other:** Applicants must successfully pass a pre-screening, including a tuberculin skin test or x-ray and a blood/urine drug screening test. Health must be adequate to perform all duties of the position. Applicant must complete SIHC Application and Authorization Form, both must be submitted to Human Resources prior to the close date indicated.

INDIAN PREFERENCE:

INDIAN PREFERENCE: In the filling of any SIHC job vacancy, preference may be given to qualified Native American Indians, pursuant to the Indian Preference Hiring Act, 25 USC 472, unless other laws require the filling of a vacancy without regard to Indian preference (e.g. Public Law (P.L.) 94-437, Indian Health Care

Improvement Act (IHClA). To receive Indian preference for any SIHC position, the applicant must be enrolled, or be eligible for enrollment, as an American Indian with their Tribe, or must be certified as an American Indian from the designated Tribal Representative. Applicants claiming Indian preference must attach verification of their claim to the SIHC application, including Certification of form BIA-4432, which is available from the SIHC Human Resources Department. If verification is not or cannot be verified, the applicant will not receive Indian preference for purposes of the interview.