



POSITION ANNOUNCEMENT

TITLE: Health and Information & Technology Manager

DEPARTMENT: Quality

A. **SUMMARY:** The Health and Information & Technology (HIT) Manager plays a vital role in developing and managing health and dental information technology at CareSouth. The HIT Manager works closely with the Chief Information Officer (CIO) on health and dental information systems and technology projects and functions. The HIT Manager works closely with the Chief of Quality Performance & Improvement on quality improvement initiatives.

B. **PRIMARY RESPONSIBILITIES:**

1. Knowledgeable of and applies the Vision, Mission, and Core Values of CareSouth.
2. Assists with the day to day management and operations of the health and dental information and technology functions and projects.
 - a. Setups and maintains end-user accounts.
 - b. Trains end-users.
 - c. Acts as a direct liaison between end-users, technical support and software vendor Support Services to identify and correct problems.
 - d. Collaborates with vendors to constructively implement and maximize utilization of information systems.
 - e. Supports the implementation and/or maintenance of Electronic Medical Records, Electronic Dental Records and adjunct systems.
 - f. Serves as a resident expert, superuser and trainer of the Electronic Medical/Dental Records systems and related adjunct systems.
 - g. Arranges equipment preventive/scheduled maintenance as required.
 - h. Assists with developing reports.
 - i. Assists with the development and revision of policies and procedures.
 - j. Facilitates the resolution of patient management system issues or problems.
 - k. Assists with developing recommendations on improving processes (i.e., workflow, operating procedures, etc.).
 - l. Leads health/dental information initiatives, as applicable.
 - m. Manages Promoting Interoperability (i.e. Meaningful Use) incentive program.
3. Serves as HIPAA Security Compliance Officer.
 - a. Protects patient privacy and provide information security.
 - b. Conducts audits and risk assessments.
4. Assists with developing recommendations on improving processes (i.e., workflow, operating procedures, etc.).
5. Actively participates in Quality Management meetings, activities, and tasks.
6. Attends job related meetings, collaborations and trainings; stays abreast of local and national health/dental information and technology trends.
7. Maintains open communication with all team members.
8. Ensures adherence to organization, OSHA and other designated governing bodies related to workplace safety.
9. Follows established federal, state, and local policies, procedures and programs relating to health and safety in the workplace.
10. Any other job duties assigned by the Chief of Quality Performance and Improvement.

C. REQUIREMENTS:

1. The candidate is required to have a bachelor's degree in Computer Science, Public Health, Health Care Administration, Business Administration, Information Systems, Mathematics, Statistics or other allied health field, preferably a Master's. Experience is not a substitute for a degree.
2. Strong computer skills (Word, PowerPoint and Excel); project management software, Practice Management System, Disease Registry or Electronic Health/Dental Record experience required.
3. Strong team based, results oriented, analytical and problem-solving skills.
4. Working knowledge of health care and/or community or public health required. FQHC preferred.
5. Knowledge of healthcare laws, regulations, and standards.
6. Must have four or more related years of experience and/or training, preferably in a healthcare setting.
7. Experience collecting, monitoring and/or analyzing data and report building.
8. Must have excellent written and oral communication skills.
9. Must have the ability to organize, prioritize and work independently as well as schedule and produce work in a timely manner.

D. SUPERVISES:

N/A

APPLICATION PROCEDURE

Please submit a completed employment application found at www.caresouth.org/jobs or deliver to the HR office. CareSouth is an EOE.

CLOSING: June 28, 2019 or until filled.