Clinical Applications Coordinator
Job Req # 4841
Opened Date: 12/11/13
Position Available: 1 FT
Shift: Days
Starting Pay: DOE
Location: Usk, WA

Summary of Functions:
Provide expertise to acquire, manage, manipulate, and analyze data and report for the purpose of assisting clinical leadership in achieving the Triple Aim of reduced costs, improved outcomes and enhanced patient satisfaction.

Essential Duties and Responsibilities:
- **Serves as specialist/integrator for implementation, training, and ongoing support of multi-service clinical software applications used in the hospital and clinic setting.**
- **Manages the customization of the site parameters and addresses integration issues with other software packages.**
- **Analyzes and evaluates processes related to information flow and serves as liaison between service lines related to these processes.**
- **Promotes awareness and importance of data validity, data security, and complies with Privacy Acts, HIPAA regulations, and computer related policies and procedures.**
- **Works with programmers in local testing of software, identifying software problems, and requesting enhancements.**

Daily Operations:
- **Maintain data integrity for billing and reporting purposes**
- **Develop & maintain data warehouse for the purposes of integrating & reporting on data from:**
  - **Physical health**
  - **Behavioral health**
  - **Dental Health**
  - **Contract Health Services**
  - **Financial data**
- **Develop back-end data reporting capability on front-end processes and results**
- **Analyze and problem solve issues with current and planned systems as they relate to the integration and management of patient data (for example, review for accuracy in record merge, unmerge processes)**
- **Analyze reports of data duplicates or other errors to provide ongoing appropriate interdepartmental communication and monthly or daily data reports**
- **Monitor for timely and accurate completion of select data elements**
- **Identify, analyze, and interpret trends or patterns in complex data sets**
- **Monitor data dictionary statistics**

Data Capture:
- **In collaboration with others, develop and maintain databases and data systems necessary for projects and department functions**
- **Acquire and abstract primary or secondary data from existing internal or external data sources**
- **In collaboration with others, develop and implement data collection systems and other strategies that optimize statistical efficiency and data quality**
- **Perform data entry, either manually or using scanning technology, when needed or required**

Data Reporting:
- **In collaboration with others, interpret data and develop recommendations based on findings**
- **Develop graphs, reports, and presentations of project results**
- **Perform basic statistical analyses for projects and reports**
- **Create and present quality dashboards**
- **Generate routine and ad hoc reports**

Additional Functions:
- **Additional duties as assigned.**

Supervisory Responsibilities:
The incumbent directly supervises all employees in the department and carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, & training employees; planning, assigning, & directing work; appraising performance; rewarding & disciplining employees; addressing complaints & resolving problems.

Education:
- Bachelor's in Information Management, Healthcare Information, Computing, Mathematics, Statistics, or related fields

Experience:
- Healthcare background or experience
- Previous data analyst experience
- Experience in clinical application support in the healthcare industry. A narrative response documenting your work experience in clinical application support in the healthcare industry is required.
- Experience with Centricity, Dentrix and Contract Health Services

Skills:
- Technical expertise regarding data models and database design development. Understanding of XML and SQL
- Proficient in MS Word, Excel, Access, and PowerPoint
- Experience using SAS, SPSS, or other statistical packages is desirable for analyzing large datasets
- Programming skills preferred. Adept at queries and report writing.
- Knowledge of statistics, at least to the degree necessary in order to communicate easily with statisticians
- Experience in data mining techniques and procedures and knowing when their use is appropriate
- Ability to present complex information in an understandable and compelling manner
- Technical Competency Planning and Evaluation
- Ability to Problem-Solve

Other Requirements:
- National Problem Gambling Certification II
- This position requires significant local travel, occasional regional travel, and infrequent additional travel.
- This position requires the ability to safely operate a motor vehicle.
- This position requires significant amounts of work to be performed outside general business hours. Evening meetings, weekend work, shift work, on-call status, may be required.

Physical Demands:
- Requires the ability to lift and/or move objects weighing up to 20 pounds.
- Constant work with computers, including extended periods of keyboarding; and repetitive motion of hands and wrists.
- This position requires significant amounts of standing or walking.

HOW YOU WILL BE EVALUATED:
The HHS Careers system simplifies the Federal application process by replacing the former KSA job-element statements with on-line self-assessment questions. Applicants who meet the minimum qualifications requirements will be invited to complete an on-line questionnaire.

To apply contact: Stephen Reichard 509-999-3091 stephenhreichard@gmail.com