



A Family of Companies



JOB DESCRIPTION

JOB TITLE: Director of Health Informatics **STATUS:** Exempt Full-Time

REPORTS TO: Executive Vice President

**DIRECT
REPORTS:** None

This job description is intended to be a general statement about this job and is not to be considered a detailed assignment. It may be modified to meet the needs of the organization.

JOB SUMMARY

The Director of Health Informatics will work across the Health Center Partners Family Of Companies. Health Center Partners is the not-for-profit parent organization with three subsidiaries: Health Quality Partners, Integrated Health Partners and Council Connections. Health Center Partners is a membership association that provides support to 17 health centers organizations with 125 sites of care in Southern California. Health Center Partners is an advocate for its members who serve the health needs of communities throughout Southern California, providing them with a voice and power to serve vulnerable populations. For Health Center Partners, this position will carry out duties that are defined in a three-year HRSA-funded Health Center Controlled Network grant. Initially, the Director of Health Informatics will concentrate efforts on this body of work that includes both activities at the network level and health center-specific activities.

The Director of Health Informatics will also develop and provide population health management consulting services for a consulting business line within Council Connections. Council Connections is a for-profit national group purchasing organization that leverages the collective power of its 6500+ members to seamlessly negotiate contracts that reduce members operating expenses and improve supply chain efficiencies through data transparency, standardization and conversions. Consulting services will help clients optimize clinical, financial and operational practice. In a consulting capacity, this position will work as part of a team to deploy a comprehensive, interdisciplinary approach to redesigning care delivery and achieving excellence throughout the care continuum.

Initially, this position will dedicate more time to Health Center Partners. Over time, it is anticipated that approximately 50% time will be dedicated to each company. Given that Council Connections has clients throughout the United States, extensive travel is required.

ESSENTIAL JOB FUNCTIONS

- Provide technical expertise to multiple projects that leverage CQI strategies and tools, population health data and health IT to improve health care quality and outcomes. Coordinate multiple projects as assigned, depending on the needs of the organization.

- Leverage Health IT for evidence-based initiatives, reporting, and critical analysis of network performance on clinical quality measures.
- Support the use of a centralized data aggregation and population health management tool. Ensure data validity and support health centers with mapping so that data run at the Health Center Partners network level is accurate for the patient population at any point in time. Specifically, this position will ensure that there is accurate reporting of 6 UDS clinical measures so that staff can track progress towards attainment of healthy people 2020 goals.
- Conduct interviews with Health Center Partners' membership to determine information and data needs with stakeholders. Identify gaps and make recommendations for addressing gaps.
- Be able to articulate the strategic direction for public health informatics within a health center. Identify and grow clinical leadership with population health analytics ability, train health center staff in needed areas and also provide project-specific technical assistance to increase health center capacity.
- Document work, display results effectively and appropriately, and contribute content for regular progress reports to funders. Serve as an expert resource to the Health Center Partners' grant-writer in the area of health informatics.
- Under the direction of the Vice President of Clinical Transformation develop proposal responses, including scopes of work, budgets, and staffing requirements.
- Establish and maintain effective ongoing relationships with members, clients and partners.
- Responsible for onsite and remote training of client leadership and staff to facilitate and direct transformation activities geared towards meeting the client's business goals and contract objectives.
- Serve as a subject matter expert on decision support, quality improvement, and practice efficiencies leading to population health management and business intelligence.
- Develop strategies to extract and analyze health care data to establish and evaluate baseline performance measures and trends, assess potential operational and clinical opportunities, measure ongoing performance vs. target, and identify and model additional product/service expansion opportunities.
- Assess the functions, limitations, opportunities and challenges of information technology within member practices to support the proposed operational and clinical optimization
- Perform other project-related duties as assigned

QUALIFICATIONS

Required Skills

- Must possess valid driver's license, insurance and own transportation for use in work, and be flexible with working some evenings and weekends within a 40-hour workweek.
- Ability to travel throughout the United States. A minimum of 25% travel is required.

Education/Experience

A masters degree in public health, nursing, health promotion, health services administration, health IT or related field is required. Specialized coursework in health informatics as part of the degree program or as a certificate program is highly desirable. Candidate must have a minimum of 7 years experience with electronic health record reporting and a proven track record in quality improvement work. Candidate will need to have experience working with community-based organizations and ethnically diverse communities and populations is preferred. The ideal candidate will have a strong track record developing curriculum and delivering training to a professional workforce.

PHYSICAL REQUIREMENTS

- Ability to sit or stand for long periods of time
- Ability to reach, bend and stoop
- Physical ability to lift and carry up to 20 lbs.

HIPAA/COMPLIANCE

- Maintain privacy of all patient, employee and volunteer information and access such information only on as need to know basis for business purposes.
- Comply with all regulations regarding corporate integrity and security obligations. Report Unethical, fraudulent or unlawful behavior or activity.
- Adhere to organizational policies and procedures regarding data sharing

I acknowledge that I have read and understand this job description. My signature below certifies that I am able to perform the essential duties and responsibilities of this position. I have also discussed any accommodations that I feel I might need to allow me to perform these essential functions. Additionally, I agree to abide by the policies and procedures established by Health Center Partners of Southern California.

Signature

Date

Employee Name (please print)