

Job Title:	Health Information Technology Program Analyst	Reports To:	Director of Practice Transformation
Location:		Travel Required:	Some Travel
Level/Salary Range:	DOE	Position Type:	Flexible (PT or FT)
HR Contact:	Claudria Hurt	Date Posted:	10/23/2020
External Posting URL:			

Applications Accepted By:

Email: careers@alliancechicago.org or Fax: 312.274.0069

Subject Line: **Health Information Technology Program Analyst**

Job Description:

Position Summary: This position represents an exciting opportunity to align federal and state Health Information Technology (HIT) related policies with health care delivery across a national network of Community Health Centers (CHCs). Examples of policies include but are not limited to Promoting Interoperability, the Prescription Drug Monitoring Program, the Appropriate Use Criteria Program, and the 21st Century Cures Act. The HIT program analyst position will be a leader and subject matter expert within the context of their projects and will play a valuable role in the practical application of policies for end-users of HIT tools offered by AllianceChicago and its network partners.

Essential Duties:

- Synthesize complex policies and develops subject matter knowledge to serve stakeholder needs for the HIT tools in use to support CHC clinical and administrative operations
- Translate federal and state HIT related policies into practice for CHC Stakeholders.
- Inform the people, process, and technology components required to practically implement salient health policies including workflow and Electronic Health Record requirements
- Provide the direction, and organization needed to keep projects on time and on budget and facilitating communications across and between internal and external stakeholders.
- Collaborate with HIT vendors to align the needs of the organization with the platforms in use.
- Perform complex analyses of projects to monitor and evaluate project performance and progress, including monitoring project costs and assessing earned value.
- Develop and maintain project collaboration tools, including Microsoft Project schedules, SharePoint websites, Jira trackers, and Excel spreadsheets.
- Provide technical assistance to healthcare providers by designing webinars and leading workgroups or responding to focused questions from CHC stakeholders.
- Draft client memos, technical documentation, proposals, and other contractual deliverables, such as end-user guides, case studies, and/or data dictionaries.
- Participate in research-oriented or process improvement roles that complement their project or task management assignments.
- Evaluate operational components of projects and programs and describe problems, options, and solutions to senior staff and client agencies.
- Stays abreast on HIT emerging policy
- Builds and Maintains relationships with policy organizations to support AC's effort

Other Requirements:

- Ability to think critically and creatively to solve problems and respond to client requests in situation where guidance is unclear
- Excellent oral and written communication skills, specifically the ability to write clear and concise technical documentation and to provide constructive recommendations to clients clearly and diplomatically.

- Strong analytic skills, including knowledge of quantitative and/or qualitative research methods.
- Work experience with a health care program is highly desirable, as is prior experience working with policies from CMS and ONC
- Interest in improving and researching government programs or providing technical assistance to health care entities.
- Some travel may be required

Education/Training/Experience:

- Master's degree or equivalent experience in public policy, informatics, healthcare administration, health policy; or at least three years of work experience in related operations or management-oriented positions
- Certifications demonstrating management proficiency and expertise, such as Project Management Professional (PMP) or Lean Six Sigma, are a plus.
- Experience with management tools, such as Microsoft Project and Jira, is also a plus.

Working Conditions:

- General office setting, extensive desk work at computer terminal
- May be required to lift, carry, bend, reach and stand with parcels up to 25 lbs.
- Will work in a multidisciplinary team environment

ORGANIZATIONAL OVERVIEW:

Founded by four partner Community Health Centers in 1997, AllianceChicago's three core areas of focus are Health Care Collaboration, Health Information Technology, and Health Research & Education. AllianceChicago supports the use of HIT to improve quality, efficiency, and access to services in a national network of community Safety Net health care organizations. The mission of AllianceChicago is to improve personal, community, and public health through innovative collaboration.

ADA Statement: The Americans with Disabilities Act prohibits discrimination and ensures equal opportunity for persons with disabilities in employment, state and local government services, public accommodations, commercial facilities, and transportation. It also mandates the establishment of TDD/telephone relay services.

EEO Statement: AllianceChicago believes that all applicants and employees are entitled to equal employment opportunities and maintains a policy of non-discrimination with respect to religion, color, sex, sexual orientation, national origin, age, veteran status, marital status, physical or mental disability, or any other legally protected class in accordance with applicable law, except where a bona fide occupational qualification exists. AllianceChicago will comply with all phases of employment including, but not limited to, hiring practices, transfers, promotions, benefits, discipline, and discharge.

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by employees assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel as qualified.