



PO Box 649 FORT DEFIANCE, AZ 86504 PHONE: 928.729.8000 FAX: 928.729.8269 WEBSITE: [WWW.FDIHB.ORG](http://WWW.FDIHB.ORG)  
 A FACILITY OF FORT DEFIANCE INDIAN HOSPITAL BOARD, INC.

## CLINICAL INFORMATICS ANALYST

### *Position Description*

<b>Division:</b>	Administration
<b>Department:</b>	Information Technology Services
<b>Job Code:</b>	
<b>Salary Range:</b>	\$69,139.20-\$86,424.00/ Annually
<b>Hours/week:</b>	40 hours/week
<b>Type of Position:</b>	Regular Full-time

<b>Reports to (title):</b>	Clinical Informatics Manager
<b>Job Location:</b>	Tséhootsooí Medical Center
<b>Supervises:</b>	N/A
<b>Classification:</b>	Exempt
<b>Effective Date:</b>	August 4, 2011
<b>Revised Date:</b>	November 15, 2018

### PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees at the Fort Defiance Indian Hospital Board, Inc. (FDIHB) are expected to conform to the following:

- Uphold all principles of confidentiality and patient care to the fullest extent.
- Adhere to all professional and ethical behavior standards of the healthcare industry.
- Interact in an honest, trustworthy and dependable manner with patients, employees and vendors.
- Possess cultural awareness and sensitivity.
- Maintain a current insurable driver's license.

### POSITION PURPOSE

The Clinical Informatics Analyst provides support for the Resource Patient Management System (RPMS)/ Electronic Health Record (EHR) system and other RPMS integrated clinical software applications. The position works with departments in the evaluation, planning, design, development, testing, implementation, training, and documentation of the clinical software systems to ensure operational effectiveness, efficiencies, and compliance.

### ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

- Responsible for implementation and maintenance of the facility's RPMS Electronic Health Record system for all outpatient and inpatient services.
- Analyzes, develops and maintains RPMS EHR clinical software applications, procedures and other RPMS integrated systems that fulfill the needs of end-users and departments.
- Analyzes and develops necessary design work, including testing and documentation. Reviews, evaluates and implements requests from user departments.
- Administers RPMS EHR applications to ensure proper use and security. Promotes an awareness of the importance of data validity, data security and complies with all relevant HITECH, Privacy Acts, HIPAA rules, Centers for Medicare & Medicaid Services (CMS) and computer related policies and procedures.
- Emphasizes accuracy, security and the importance of usage of RPMS EHR applications.
- Reviews, evaluates and implements requests from user departments.
- Analyzes problems, determines cause and initiates corrective action.
- Develops clear, concise documentation and instruction manuals.

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- Provides in-service and other forms of continuing education of software and hardware to users.
- Stays current with industry trends and technology through seminars, educational, and self-development opportunities.
- Maintains a high level of interaction with all clinical areas to continually enhance/improve patient care.
- Shares on-call duties with other informatics analysts within Information Technology Services.
- Demonstrates knowledge of and supports hospital mission, vision, value statements, standards, policies and procedures, operating instructions, confidentiality standards, and the code of ethical behavior.
- Facilitates the design and implementation of effective tools within the EHR to ensure efficient and high quality patient care and documentation.
- Incorporate clinical decision support into EHR's documentation process, based on current clinical guidelines, to improve quality of care.
- Actively provide input to administration, clinical staff, and other stakeholders to help guide the evolution of the hospital's EHR implementation toward the highest standards of clinical practice and documentation.
- Logs all problems, referring those requiring a higher level of technical support to the appropriate Tier level, person or team.
- Performs other duties as assigned.

### MINIMUM MANDATORY QUALIFICATIONS

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|--|---|
| Experience:  | <ul style="list-style-type: none"><li>• Three (3) years of clinical or healthcare experience with one (1) year experience with RPMS.</li></ul>  |
| Education:   | <ul style="list-style-type: none"><li>• Associate's Degree in Information Technology, Health Sciences or related field <i>and</i></li><li>• An active and unrestricted health care professional license or Health Information Management certification in respective discipline must be in good standing.</li></ul>   |
| Mandatory Knowledge, Skills, Abilities and Other Qualifications: | <ul style="list-style-type: none"><li>• Ability to be on call back, week-end, holiday, evening and/or night time work in any situation deemed important to serve direct patient care providers and acute inpatient care departments as needed.</li><li>• Ability to self-direct with excellent organizational; analytical; writing; interpersonal and project management skills.</li><li>• Knowledge and skills of clinical practice to determine clinical functions suitable for computer application and to ensure information systems are consistent with professional standards of clinical practice.</li><li>• Ability to work independently, to plan, coordinate and implement projects and to complete projects on schedule.</li><li>• Ability to work with other clinic application support and information systems personnel in supporting clinical applications and end users.</li><li>• Ability to perform and troubleshoot clinic software installations.</li><li>• Possess basic Personal Computer and network troubleshooting skills.</li><li>• Excellent training skills and the ability to explain complex systems information and technical concepts to non-technical personnel.</li><li>• Ability to stay up-t date with knowledge and technical proficiency in most current Microsoft Operating Systems version and MS Office Suites available.</li><li>• Excellent Customer Service skills and ability to work well with people at all levels of the organization.</li><li>• Ability to work with minimal supervision.</li><li>• A record of satisfactory performance in all prior and current employment as evidenced by</li></ul> |

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positive employment references from previous and current employers.

### PREFERRED QUALIFICATIONS

- Bachelor's Degree in Information Technology, Health Sciences or Health Information Management related field.
- Clinical Informatics experience in healthcare operations.
- Bilingual skills in English and the Navajo language.

### WORK ENVIRONMENT

**Work environment:** The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Limited overnight travel may be required from time to time.

**Physical demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk and hear. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with patients, vendors and staff.

**Mental demands:** There are a number of deadlines associated with this position. The employee must also multi-task and interact with a wider variety of people on various and, at times, complicated issues.

### NAVAJO/INDIAN PREFERENCE

FDIHB, Inc. is located within the Navajo Nation and, in accordance with Navajo Nation law, has implemented a Navajo/Indian Preference in Employment Policy. Pursuant to this Policy, applicants who meet the minimum qualifications for this position and who are enrolled members of the Navajo Nation will be given primary preference in hiring and employment for this position and members of other federally-recognized Indian tribes will be given secondary preference. Other candidates will be considered only after all candidates entitled to primary or secondary preference have been fully considered.

### OTHER

All employees must uphold all principles of confidentiality and patient care to the fullest extent. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination.

**Disclaimer:** The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.

REVIEWED BY	Jamie Whitehorse	TITLE	HR Information Systems Administrator
APPROVED BY		TITLE	
DATE POSTED		DATE HIRED	

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### ACKNOWLEDGMENT

I have reviewed the content of the **CLINICAL INFORMATICS ANALYST** position description and have been provided a copy of the description. I certify that I am able to perform the essential functions of this position as outlined in this description, with or without reasonable accommodation.

Describe any accommodations required to perform these functions:

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*Employee (printed name)*

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*Employee (signature)*

\_\_\_\_\_  
*Date*

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