

**CENTRAL MONTANA MEDICAL CENTER
POSITION DESCRIPTION**

Position Title	Clinical Systems Analyst	Grade	
-----------------------	--------------------------	--------------	--

Department	IT	Exempt	
Immediate Supervisor	IT Manager	Non-exempt	X
Supervisor next in line	CFO	Workweek	36-40 Hours

POSITION SUMMARY

Provides ongoing support of clinical applications. Participates in the analysis, testing, implementation, training and maintenance of the clinical systems. Participates in and contributes to quality improvement process for the department and the hospital. Participates in the evaluation of user needs for clinical information systems relative to current systems and available technologies and makes recommendations to upper management. Participates in the evaluation of work flow and recommend re-engineering of processes around utilization of clinical information systems to maximize departmental and organizational efficiency and effectiveness.

Continued employment and raises in this position are dependent upon Central Montana Medical Center's fiscal viability and:

- Actions and communications that contribute to a team concept and create a **positive** environment for **all** customers
- Acceptable performance of essential and all job duties
- Acceptable attendance record
- Accountability for safety to self, patients, visitors and all customers, and care of equipment and building
- Adherence to departmental and facility policies and procedures, education requirements, compliance monitoring and reporting, and CMMC Code of Conduct
- Accountability for the consequences of own actions
- Physical and emotional ability to perform essential functions
- Acceptable background investigation results if required for position

Minimum Education, Experience, Licensure, Certification required:

Required:
Preferred: Bachelor's degree
 2 years of patient care experience or 2 years of healthcare financial experience
 2 years' experience in a position requiring the demonstration of leadership skills
 2 years' experience working with healthcare related software programs

ESSENTIAL FUNCTIONS/DUTIES:

(Must be able to perform with or without accommodation)

- 1 Construct spreadsheets and reports that may include information on trends in customer service, billing, cost evaluation and/or efficiency.
- 2 Coordinates assigned projects effectively to meet project goals and deadlines
- 3 Acts as primary contact for data reports extracted from the EMR. Follows up on requests from management for new reports to be built.
- 4 Manage data and prepare the reports for managers and/or administrators. Creates and delivers ad hoc and routine reports as requested
- 5 Filter and "clean" data, and review computer reports, printouts, and performance indicators to locate and correct problems
- 6 Confers with personnel of clinical units to analyze current operation procedures, identify problems, and learn specific input and requirements such as forms of data input, how data is to be summarized and formats for reports.
- 7 Develops and provides training programs documentation and manuals to clinical, medical and office staff on the use of clinical information systems.

**CENTRAL MONTANA MEDICAL CENTER
POSITION DESCRIPTION**

Position Title	Clinical Systems Analyst	Grade	
-----------------------	--------------------------	--------------	--

- | | |
|-----|--|
| 8 | Troubleshoots problem areas for personnel utilizing the Clinic EMR system. |
| 9 | Makes regular rounds through the facility to provide opportunity to interact with the user community, assisting them, if necessary and monitoring workflow issues. |
| 10 | Participates in monthly, departmental quality meetings and process improvement initiatives |
| 11. | Maintains an up-to-date knowledge of current trends and issues in healthcare, nursing practice, healthcare informatics, HIPAA, other regulator and professional standards. |
| 12. | Maintains a professional image and promotes Service Excellence principles in customer service while directly performing the job and at all times while representing the department and the hospital. |
| 13. | Other duties as assigned. |

Knowledge, Skills, Abilities:

Knowledge of the medical field and medical terminology due to the type of data collected.
 Public speaking, communication and technical writing skills experience
 Utilization and configuration of personal computers, laptops, printers
 Various software packages for email, word processing, spreadsheets, and database
 Adept at creating queries, report writing and presenting findings.
 Strong analytical skills with the ability to collect, organize, analyze and disseminate significant amounts of information with attention to detail and accuracy.
 Ability to work independently as well as within a team.
 Multitask ability as well as ability to prioritize workload.
 Ability to communicate with staff, physicians, support agencies, vendors and others
 Ability to remain calm and composed under stress
 Ability to respond to pages and telephones
 Ability to evaluate and interpret information and make independent decisions
 Bending, lifting (5 -10 lbs), grasping, fine hand/eye coordination, pushing and pulling, prolonged walking, standing and/or sitting
 Ability to understand and interpret financial data.
 Maintain confidentiality and comply with the Health Insurance Portability and Accountability Act(HIPAA)

OCCUPATIONAL EXPOSURE for this position:

	Category I	Direct contact with blood or other bodily fluid to which universal precautions apply
	Category II	Activity performed without blood/bodily fluids exposure, but exposure may occur in emergency
X	Category III	Task/activity does not ordinarily entail predictable exposure to blood/bodily fluids

OTHER EXPOSURE for this position:

	Radiation	
	Noise	
	Other (Specify)	

PHYSICAL DEMANDS:
(Essential functions strength rating for position - see Job Analysis)

	Sedentary	Exert up to 10# occasionally or negligible force frequently
X	Light	Exert up to 20# occasionally, < 10# frequently or negligible force constantly
	Medium	Exert up to 50# occasionally, up to 25# or up to 10# constantly

CENTRAL MONTANA MEDICAL CENTER
POSITION DESCRIPTION

Position Title	Clinical Systems Analyst	Grade	
----------------	--------------------------	-------	--

	Heavy	Exert up to 100# occasionally, up to 50# frequently or up to 20# constantly
	Very Heavy	Exert > 100# occasionally, > 50# frequently or > 20# constantly

I HAVE READ AND UNDERSTAND THIS POSITION/JOB DESCRIPTION, AND HAVE BEEN PROVIDED THE OPPORTUNITY TO ASK QUESTIONS AND RECEIVE APPROPRIATE ANSWERS. I ALSO UNDERSTAND THAT REASSESSMENT OF ABILITIES TO MEET POSITION REQUIREMENTS MAY BE PERIODICALLY REEVALUATED.

Employee's Signature	Supervisor's Signature	Date