



POSITION DESCRIPTION

Position Title: Clinical Applications Analyst

Department: Finance

Reports To: Computer and Information Systems Manager

Status: Exempt

Summary:

The Clinical Applications Analyst provides support, training, system design, and system administration for all clinical applications at Scenic Bluffs. They work with stakeholders to determine their needs and requirements, configuring the system to meet those needs, and testing the system to ensure smooth and efficient operations. They identify areas of needed improvement in clinical applications and design solutions to attain those improvements. They serve as a trusted source of knowledge (subject matter expert) about the use and function of clinical applications and work with staff at all levels to manage the implementation of changes and to deliver continuous improvement.

Duties and Responsibilities:

- Provide end-user support for the use of clinical applications across all clinical specialties and functions, including answering complex questions and troubleshooting complex issues.
- Develop and provide staff training on clinical applications at time of onboarding and as needed to support role changes, workflow changes, new product implementations, and all other clinical application training needs.
- Provide systems analysis, design, and deployment of new and existing clinical applications and features across all clinical specialties and functions.
- Prepare and review system, operational, and department documentation as needed.
- Provide system administration services for all clinical applications as needed by the organization.
- Plan and coordinate team-level activities, leading relevant work teams for assigned projects and working directly with staff across all levels of the organization.
- Establish and maintain good working relationships with leadership, departments, and application vendors.
- In collaboration with the Computer and Information systems Manager, ensure that in all cases clinical applications and health information technologies are being implemented and used in alignment with health center strategy.
- Other duties as assigned.

Qualifications:

- Experience with EHR systems, processes, and standards for clinical work.
- Proficiency with a variety of applications and systems supporting clinical workflow efficiency.
- Experience designing training materials.



- Experience with project management.
- Excellent communication skills.
- Ability to interface professionally with all levels of the organization.
- Ability to operate independently and within a team.
- Ability to work under pressure and with minimal supervision.
- Possess excellent time management, multi-tasking, organizational, and follow-through skills.
- Ability to manage multiple priorities in a deadline-oriented environment.
- Ability to work in an intense fast-paced environment with aptitude to adapt to ever changing priorities.
- Must have a valid driver's license, be insurable and provide own transportation.

Education and/or Experience:

This position requires an associate degree in Healthcare Information Technology, Health Administration, or related field, plus 5 years of relevant experience, or an equivalent combination of education and experience.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work may require sitting or standing for long periods of time; also stooping, bending, and stretching.
- Occasionally lifting 25 pounds or more.
- Requires manual dexterity sufficient to operate a keyboard, telephone, copier, and other such equipment.
- Possesses sight and hearing senses to function adequately so that the requirements of this position can be fully met.

Work Environment:

Work is performed in a general office setting. Interaction with others is frequent and interruptive. Work may be stressful at times. Work hours are 40 hours/week for full time employees, 30 hours/week for limited full-time employees and less than 29 hours/week for part time employees. Work hours correspond to the hours that the health centers is open, which include weekday hours and exclude holidays and weekends. Occasional unscheduled overtime may be required. Community involvement is encouraged but not required.

As an organization committed to diversity and inclusion, Scenic Bluffs Community Health Centers provides equal employment opportunities to all employees and applicants for employment, encourages applications from historically underrepresented groups, and prohibits discrimination and harassment of any type with regard to race, color, religion, age, sex, national origin, disability status, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

Acknowledgement:

This job description describes the general nature and level of work performed by employees assigned to position. It does not state or imply that these are the only duties and responsibilities assigned to this job. All requirements are subject to change over time and to possible modifications to reasonably accommodate individuals with a disability.