



Job Description INFORMATION TECHNOLOGY INTERFACE ANALYST

Job Title: Information Technology (IT) Interface Analyst	Effective Date: 11/28/2011
Reports To: IT Manager	Hours: Full Time
Oversees: Development and review of IT interface compatibility with the health information exchange (HIE) application as it integrates with various electronic health record (EHR) products.	Type: Exempt

PURPOSE AND SCOPE

Organizational Description: The Hawai'i Health Information Exchange (Hawai'i HIE) is seeking a dynamic, experienced, team-oriented, and quality focused professional to assume the role of an IT Interface Analyst. Hawai'i HIE serves as the State's designated entity to coordinate the development and implementation of a statewide health information exchange system. Hawai'i HIE also manages the Hawai'i Pacific Regional Extension Center (HPREC) that helps health care providers transition from paper to electronic health records (EHRs) and helps providers qualify for the CMS Meaningful Use incentive payments. Both of these initiatives are funded through the U.S. Department of Health & Human Services Office of the National Coordinator for Health IT.

Position Description: Provides lead technical support to help providers develop system application interfaces and is the primary lead to coordinate with associated vendors for data interoperability. Also guides the development of standardized data specifications that may be integrated into a data reporting repository.

ESSENTIAL JOB FUNCTIONS

Specific Duties & Responsibilities:

- Provides overall technical coordination for application interface development, testing, and implementation with HIE, EHR, other vendors, and provider practices.
- Develops, tests, and documents architecture design specifications for interfaces between HIE, EHR, and other vendors' products.
- Communicates the State of Hawai'i State HIE Plan's interface architecture and design specifications to respective vendors and ensure that clear direction is given and understood.
- Continual development coordination with respective vendors on revision, testing and approval benchmarks.
- Coordinates multiple levels of testing along with the development of appropriate testing documentation with vendors, provider practices, and other ancillary services.
- Evaluate simple interrelationships between programs such as whether a contemplated change in one part of a program would cause unwanted results in a related part.
- Confer with users to gain understanding of needed changes or modifications of existing programs. Resolve questions of program intent, data input, output requirements, and inclusion of internal checks and controls.
- Maintain and modify programs; make approved changes by amending flow charts; develop detailed programming logic; and coding changes. Write new program code using prescribed specifications.
- Write and maintain programming documentation.
- Analyze edge server and software solutions compatibility with organizational and project requirements.
- Facilitates design sessions and meetings, as appropriate, with provider practices, HIE, EHR, and other vendors.
- Documents and communicates design session and meeting minutes to stakeholders.
- Ability to provide creative solutions to complex technical programs and emerging requirements.
- Maintain confidentiality with regard to the information being processed, stored or accessed.

MINIMUM QUALIFICATIONS

Primary Qualifications:

- Bachelor's Degree from an accredited four (4) year college or university in information technology or a related field.
- Must have at least three (3) years of IT architecture development.
- Five (5) years' experience with of XML, JAVA, HTML complex programming.
- Must possess excellent verbal and written communication skills; deadline, detailed and solutions-oriented; with a 'can do'

and 'flexible attitudes.

- Must be proficient in Microsoft Office, particularly in Word, Excel and Project, or a comparable project management software tool.
- Must be able to maintain cordial and professional relationships with staff, Hawai'i HIE stakeholders, grant sub-recipient organizations, and the general public.
- Other duties as assigned.

Secondary Qualifications:

- Master's in Science in Information Technology
- Experience working in a health information technology field
- Knowledge of HL-7 and other healthcare interface standards
- Knowledge of MUMPS, Direct Project, or NW-HIN

JOB CONDITIONS

Working Conditions:

- Hawai'i HIE's business environment requires the ability to effectively plan and meet short timelines and changing conditions. Strong staff collaboration in work assignments is a standard at the Hawai'i HIE. Effective interpersonal communication skills required, including written, oral, negotiation, interpersonal, team and supervisory skills. Some travel maybe required.
- Attention to detail; logical reasoning; ability to formulate ideas and opinions; ability to handle multiple priorities; ability to anticipate needs of the company; implement short and long term solutions to needs; ability to resolve complicated / customer service issues; ability to make independent judgment and initiative.
- Establishing and maintaining cooperative and productive work relationships. Must have outgoing, positive attitude in dealing with clientele and employees.
- Ability to write and compose correspondence, contracts, memorandums and reports manually and through the computer or e-mail; ability to negotiate contracts may be necessary; ability to make presentations to clients, vendors and company executives.

Days/Hours of Work:

Flexible hours to attend physician, technical and other HHIE-related meetings, perform service calls, and conduct work analysis statewide. Normal office hours are Monday through Friday, 8:00 a.m. to 5:00 p.m. Exempt employees are expected to work forty hours a week, however, the position may require additional work on weekends and/or work beyond normal office hours.

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.
- While performing duties of this job, the employee is regularly required to talk or hear. The employee is required to be ambulatory; sit; use hands and fingers to handle or feel objects, tools or controls; and reach with hands and arms.
- The employee must occasionally lift and/or move objects weighing up to 25 pounds.

TERM OF EMPLOYMENT: Employment is "at will" and can be terminated at any time, either by the employee or Hawai'i HIE, with or without cause or reason and with or without notice.

Hawai'i HIE is an Equal Opportunity Employer