Director of Health Information Technology

Overview:
The Louisiana Primary Care Association (LPCA) is conducting a job search for a Director of Health Information Technology (HIT) who has knowledge and experience in the fields of health information management (HIM), health information technology (HIT), and health informatics (HI). The Director of HIT will lead the organization's statewide health IT efforts to support Federally Qualified Health Centers' implementation and use of the most advanced health information technology, and the electronic exchange of health information.

Established in 1982 as a non-profit organization, the Louisiana Primary Care Association, Inc. promotes accessible, affordable, quality primary healthcare services for the uninsured and medically underserved populations in Louisiana. It is a membership organization of Federally Qualified Health Centers (FQHCs) and supporters committed to the goal of achieving health care access for all. LPCA represents 34 federally funded Community Health Center organizations across Louisiana. These organizations operate over 215 individual sites, and serve over 340,000 patients a year. LPCA serves as the leading statewide advocacy organization in support of community health centers, and works to stress the importance of healthcare access as the foundation to building healthier communities.

LPCA is an equal opportunity employer, meaning that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, handicap, national origin, sexual orientation, disabled veteran status, or Veteran of the Vietnam Era.

Job Summary:
- Directs, leads and manages the development and implementation of strategies and projects for the Division of Health Information Technology of the LPCA.

Responsibilities:
1. Assists CEO with leading HIT, quality, service, and budgetary initiatives.
2. Determines operational budget, division goals and objectives consistent with medical, administrative, legal, and ethical requirements of the health care delivery system, specifically Federally Qualified Health Centers.
3. Researches and implements new technology to improve health center data reporting and analysis of patient information.
4. Oversees the development and implementation of policies and procedures for the network of Federally Qualified Health Centers in accordance with HIPPA and applicable federal privacy requirements and state legislation.
5. Assists with planning and implementing strategic decisions concerning overall IT strategy within LPCA.
6. Serves as a bridge for internal operations that connects clinical, operational, and administrative functions across LPCA divisions.

7. Supports efficient, quality operations by assisting in the creation and implementation of best practices, policies and procedures for the HIT division.
8. Supervises the LPCA Data Analyst.
9. Provides technical knowledge and leadership for LPCA staff and health center IT staff regarding health information technology, and direction or solutions for IT related problems.
10. Assists in analyzing processes, participates in and contributes to interdisciplinary IT and clinical operations support/revenue cycle teams, and provides input with regard to best practices for e-documentation template establishment and output.
11. Provides support for EHRs and other systems to health centers.
12. Manages applicable databases and EHR PHI related to clients according to HIPAA rules and other regulatory agencies, as well as best practices.
13. Communicates with clinical staff and third parties to identify needs and solutions to meet the needs of the LPCA and health centers.
14. Prepares necessary reports to meet requirements of grants and contracts.

Qualifications/Required Skills

- A bachelor's degree in computer science, information technology or equivalent education, and at least 5 years equivalent work experience in HIT. Technical certifications preferred.
- Must have support experience with Oracle and Microsoft SQL.
- Knowledge of information technology, electronic health records, health information systems and healthcare applications.
- Experience in managing health information, working with software and hardware used to manage and store patient data.
- Three to five years of previous experience in release of information, medical records, or other related experience in healthcare environment – experience with FQHCs preferred.
- Knowledge of medical office operations and medical terminology is required.
- Working knowledge of regulatory requirements pertaining to health information management and release.
- Ability to maintain and increase knowledge of professional issues that affect the HIM industry and healthcare.
- Trained in the latest information management technology applications and understand the workflow in any healthcare provider organization from large hospital systems to the private physician practice.
- Knowledge of the classification of diseases and treatments to ensure they are standardized for clinical, financial, and legal uses in healthcare.

Please submit resume and letter of interest that includes salary expectations to lpca@lpca.net by April 21, 2017.