



P.O. Box 2490  
Marrero, LA 70073  
(504) 762-8900

**JOB TITLE:** Health Information Technology Director  
**DEPARTMENT:** Administration  
**REPORTS TO:** Chief Operating Officer (COO)  
**FLSA STATUS:** Exempt

**GENERAL SUMMARY OF DUTIES:** The Health Information Technology (HIT) Director will have primary responsibility for strategic planning and project management of technology enabled initiatives to improve clinical quality and operational outcomes for JCHCC in accordance with the agency's strategic plan and federally supported projects. The HIT Director will lead in developing and overseeing the technical and analytical infrastructure necessary to maximize the use of electronic health record technology (EHR) and effectively utilize the data provided to improve patient health outcomes and obtain available marketplace incentives. This position will have a key role in the development, management and delivery of EHR adoption and implementation.

**SUPERVISION EXERCISED:** IT Staff

**ESSENTIAL FUNCTIONS:**

1. Ensure compliance with policies and procedures and any applicable governmental and accreditation regulations.
2. Ability to build data dashboards for outcome based initiatives and to guide efficient management practices
3. Strong performance in integrating strategic /tactical operating plans
4. Ability to develop and implement cost reduction strategies
5. Strong analytical skills and Health Information Management (HIM) technology experience, preferably with Epic.
6. Manage electronic medical record data systems
7. Work with Senior Management Team on strategic planning for growth and advancement
8. Develop highly technical reports to inform stakeholders
9. Analyze target markets for growth and expansion efforts
10. Lead the HIM Department with a focus on teamwork, communications, adaptability and quality service delivery
11. Plan, communicate and assess HIM goals, objectives, desired results and quantitative/qualitative standards
12. Develop long range plans for HIM activities, consistent with information services mission, vision and strategic plans

13. Lead agency toward implementation of short and long-range plans
14. Develop health policy initiatives to promote the public's health

**EDUCATION:** Master's Degree from a four-year college or university.

**REQUIREMENTS:** Four or more related years of experience and/or training. Unified Data Systems (UDS) and UDS Mapper.

**KNOWLEDGE:**

1. Knowledge of HIM systems and practice management
2. Knowledge of current healthcare HIM practices and initiatives
3. Knowledge of existing and emerging local, state and national initiatives

**SKILLS:**

1. Excellent communications and problem solving skills designed to meet the challenges of the fast paced healthcare industry
2. Proven, successful, progressively, responsible leadership, management and execution skills and experience
3. Flexibility to adapt to changes/challenges in organizational strategy, priorities, directions and overcome resistance to change
4. Excellent interpersonal skills and the ability to communicate and negotiate with people at all levels.
5. Advanced computer skills in Microsoft Office Suite products, Epic, and other HIM systems

**ABILITIES:**

1. Ability to work with effectively with a variety of people in a team environment
2. Ability to multi-task, prioritize and work under deadlines
3. Ability to communicate clearly and effectively

**PHYSICAL/MENTAL DEMANDS:**

<p>The physical requirement and work environment 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.</p>
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This position requires the manual dexterity sufficient to operate phones, computers and other office equipment. The position requires the physical ability to kneel, bend and perform light lifting. This person must have the ability to write and speak clearly using the English language to convey information and be able to hear at normal speaking levels both in person and over the telephone. Specific vision abilities required by this job include close vision, depth perception and the ability to adjust focus.

**ENVIRONMENTAL/WORKING CONDITIONS:** Generally, the working conditions are good with little or no exposure to extremes in health, safety hazards and/or hazardous materials. This person must have the ability to travel as required to work with staff.