**Clinical Informatics Analyst Standard Job Description**

**Classification Title:** Clinical Informatics Analyst

**FLSA Exemption Status:**Exempt

**Pay Grade:** 15

**Job Description Summary:**

The Clinical Informatics Analyst, under general supervision, serves as functional manager for clinical databases and systems that comprise the patient Electronic Health Record (EHR) System. Provides reporting capabilities for clinical systems in support of quality and management initiatives.

**Essential Duties and Responsibilities:**

**40% EHR Evaluation and Improvement**

* Evaluates and modifies EHR templates and workflows to ensure and improve efficiency, quality of care, employee satisfaction, and program growth.
* Coordinates efforts of medical personnel, vendors, and IT to improve clinical systems.
* Communicates with leadership regarding the impact of system changes on clinical users.
* Coordinates EHR software upgrades.

**20% Data Management and Reporting**

* Utilizes database reporting tools for design, creation, and maintenance of managerial and end-user reports.
* Collects, compiles, and analyzes data.
* Documents and interprets results of analyses and reports findings.
* Prepares data for presentations, meetings, and publications.

**10% Coordination and Communication**

* Manages integration and coordination efforts between clinic operations and EHR system vendors.
* Serves as a member of key organizational teams to communicate ongoing status of EHR-related implementations.
* Participates in joint projects involving staff and other departments.

**10% Support and Participation**

* Provides support to clinical services through participation in committees and ongoing departmental requests.
* Participates in weekly meetings to discuss project progress and collaboration efforts.
* Performs other duties as assigned.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications:**

**Required Education:**

* Bachelor’s degree in applicable field or equivalent combination of education and experience.

**Required Experience:**

* Five years of related experience in a medical/clinical/healthcare setting including experience in two or more of the following: EHR systems, medical billing systems, ancillary clinical systems, document management systems, and electronic prescription processing.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.
* Knowledge of word processing, spreadsheet, and database applications.
* Knowledge of managerial and end-user report maintenance.
* Strong verbal and written communication skills.
* Excellent analytical and organizational skills.
* Ability to use database reporting software tools for the design, creation, and maintenance of reports.

**Additional Information:**

**Machines and Equipment:**

* Computer
* Telephone
* Calculator

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* This position is security sensitive
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements
* This position is required to handle Protected Health Information (PHI) as defined by Health Insurance Portability and Accountability Act (HIPAA) regulations, in accordance with System policy; and further required to complete HIPAA training as a condition of employment, within a reasonable timeframe after employment, and on an as-needed basis thereafter.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**