

Sample Position Description:

Director, Health Information Exchange (HIE)

The Director, Health Information Exchange is responsible for developing and implementing the policies and the overall administration and management of the organization. Areas of responsibility include planning and evaluation, policy development and administration, personnel and fiscal management, and customer support. This position may partner with Health Information Management.

Responsibilities:

This is not an exhaustive statement of duties, responsibilities, or requirements. Employees will be required to perform any job, with related instruction given by their supervisor, subject to reasonable accommodation.

1. Develop and facilitate an effective planning process for the deployment and implementation of a community-wide health information exchange
2. Develop organizational goals and objectives consistent with the mission and vision of the organization
3. Responsible for providing project management oversight including project planning, project resource estimating, requirements development, and oversight of multiple and often competing projects
4. Develop and administer operational policies. Manage all programs, services and activities to ensure that program objectives are met
5. Serving as a subject matter expert internally and externally in collaboration with the State and preparing public comment for federal and state programs related to electronic health information management
6. Responsible for business development of HIE services
7. Serve as liaison between all of the participating organizations/stakeholders and physicians
8. Negotiate with vendors, contractors, and physicians
9. Actively seek out and identify new sources of funds for the organization
10. Develop, recommend, and monitor annual budgets. Provide for proper fiscal record-keeping and reporting
11. Serve as key liaison with community groups and stakeholders
12. Work with advisory and steering committees to develop policy recommendations and operational issues and concerns
13. Supervision of staff, any outside vendors/contractors

QUALIFICATIONS

The Director of HIE will have a Bachelor's in HIM or other health related field. A Masters in Health Administration is preferred. Five years of prior work experience required in the implementation and management of information technology projects. Prior leadership experience preferred.

- Ability to work effectively in a complex, consensus driven environment

- Ability to develop effective compromise when needed
- Ability to navigate administrative, technical, and clinical issues
- Knowledge of technology and information systems planning to support business goals.
- Demonstrated understanding:
 - healthcare software applications across hospital, public health, and private practice domains
 - health information technology standards
 - barriers to health information technology and regional health information exchange.
- Excellent verbal and written communication skills

Certifications, Licenses, Registrations

RHIA or RHIT, or comparable experience required