



Example of Health Information Technology Job Description

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Our company is growing rapidly and is looking to fill the role of health information technology. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for health information technology

- Uses a structured problem-solving method to optimize clinical systems and select, develop, implement, and evaluate informatics solutions for Dialysis and ambulatory nephrology practices
- Participates in advocating, facilitating and supporting development and implementation of strategies, initiatives and tools to advance the use of Information Technology in nephrology practices and dialysis facilities as appropriate, providing subject matter expertise as needed
- Assists in the promotion of the use of Information Technology in clinical settings in general and within the nephrology physician practices specifically
- Participates by working closely with Acumen Product Development staff representing the needs and requirements of the nephrology physician community and providing clinical feedback as the Acumen product suite evolves, assisting with the translation of these needs and requirements into specifications to enhance the Acumen software product
- Maintain Health Information Technician, Medical Coding, and Medical Transcriptionist program goals and standards, at the campus level, that provide the basis for program planning, implementation, evaluation, and support
- Teach 12 - 16 courses per year, averaging three or four per quarter
- Ensure ongoing program evaluation and improvement of the campus Health Information Technician, Medical Coding, and Medical Transcriptionist

- Coordinate instruction and clinical site education policy in accordance with the Health Information Technician Standards
- Ensure that the quality of the clinical education components of the Health Information Technician program at the campus are aligned with the entry-level competencies and adhere to the Manual for Clinical Practicum
- Assist with the coordination of the metro-area HIT Advisory Board meetings

Qualifications for health information technology

- RHIA or HIT certification
- Experience working with state or federal health programs a plus
- Familiarity with EHR/EMR, practice management, and other health systems subject to state and federal oversight
- Experience with population health data analytics preferred
- Meaningful use experience a plus
- BA or BS degree in a business or health-related field preferred