Example of Information Systems Analyst Job Description

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Our growing company is looking to fill the role of information systems analyst. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for information systems analyst

- Assists with the implementation of Laboratory Information Systems (LIS) Integrates LIS with Hospital Information System, external reference labs, and/or lab analytical instruments
- Maintains and supports the LIS
- Maintains required documentation to conform with regulatory standards Assists with the development and maintenance of educational materials for LIS
- Tests and implements new projects as required
- Utilizes test scripts to perform LIS functionality and interface testing
- Designs and develops ad hoc reports for both medical and laboratory business purposes
- Receives questions by phone, e-mail, work-order system, and resolves problems and gives information to callers/requestors
- Develops, designs, builds, tests, implements, maintains and enhances HRIS tables, codes, and security
- Maintains quality and consistency of HRIS database information specifically the ADP benefits and HR pillar modules
- Develops and maintains applicable service agreements

Qualifications for information systems analyst

- Working Knowledge of HL7 and Lab Device Interfaces
- High degree of reasoning and logic, excellent oral and written communication

- Ability to champion for a team environment and able to work under minimal supervision is a must
- Must be proficient in the Microsoft Office suite of products
- Previous project management experience helpful
- Experience with Microsoft SharePoint Support and Development