



| Job Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                            |
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| Job Title:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Senior Integration Analyst |
| Reports to:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Integration QA Team Lead   |
| FLSA Classification:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Exempt                     |
| <b>General Description:</b><br>This position is responsible for analyzing, monitoring, and supporting the accurate, secure, and reliable exchange of clinical data from source systems through the HIE repository to third-party destinations. The role evaluates data quality, business and clinical workflows, and interface performance across practice EMRs and other connected systems using standards such as HL7, CCD/C-CDA XML documents, FHIR, Secure FTP, and APIs. Responsibilities include coordinating data-source onboarding, validating exchange outcomes, documenting requirements and findings, and investigating complex interface and data-flow issues in partnership with Integration Engineers, vendors, and exchange partners.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                            |
| <b>Duties and Responsibilities:</b> <ul style="list-style-type: none"><li>• Lead the analysis and coordination of new or modified data-feed onboarding with third parties that supply or receive exchange data. Gather and document requirements, assess workflows and data impacts, coordinate exchange partners and vendors, and lead testing and quality-assurance activities to confirm that implementations meet operational and data-quality expectations.</li><li>• Provide level 2 support of all in-bound and out-bound exchange data interfaces, including troubleshooting interface and data flow issues, performing root cause analysis, and validating clinical data to support the integrity of the Master Patient Index (MPI) and the accurate attachment of clinical results to the appropriate patient. Coordinate support activities across exchange and vendor partners as needed to resolve interface problems</li><li>• Make recommendations for the creation or revision of existing operational workflow processes in response to operational, stakeholder, or user needs that are compliant with HEALTHeLINK policies and New York State regulations</li><li>• Work closely with Integration Engineers to analyze data and interface issues, document business and functional requirements, evaluate solution options, and validate that proposed coding changes address identified needs without compromising the integrity of the data or results</li><li>• Assure workflow process and standards documentation is current and accurate</li><li>• Plan, coordinate, and document testing activities to validate interface functionality, data quality, and alignment with documented business and operational requirements.</li><li>• Assure patient PHI data that is handled within HEALTHeLINK is operationally secure and done so in a manner compliant with policies and New York State regulations</li><li>• Takes ownership of the operational/interface processes and proactively investigates issues impacting data quality or interface performance</li><li>• Mentor, train, and provide guidance and support to department staff</li><li>• Participate in projects as requested</li><li>• Collaborate with other departments and members of the HEALTHeLINK Team as needed</li><li>• Other duties as assigned</li></ul> |                            |

**Knowledge and Skill Requirements:**

- Proficient in reading electronic data exchange formats. This could include HL7 v2, CCD/C-CDA XML documents, FHIR, and other healthcare interoperability standards
- Demonstrated ability to help design and lead data integration between healthcare systems
- Demonstrated critical thinking and analytical problem-solving skills, including the ability to investigate and resolve issues with limited direction

- Experience in implementing, managing, and supporting system interfaces, preferably in a healthcare environment
- Experience using SQL for data analysis, validation, and troubleshooting preferred
- Knowledge of standard healthcare terminology
- Experience with work environments subject to the HIPAA regulations
- Ability to assess operational and user needs and design and document operational processes to serve those needs
- Demonstrated ability to consistently and reliably perform duties in a timely fashion
- Self-starter requiring limited supervision for the planning and execution of daily duties and responsibilities
- Excellent communication skills, both written and verbal
- Knowledge of computers and Microsoft Office Software; strong Excel skills preferred
- Ability to work independently under pressure to meet deadlines and company goals

**Experience and Education:**

- Associate's degree or higher preferred
- 1 year of interface experience desired

**Security and Privacy Roles:**

- Workforce Member
- IT Staff

**Security and Privacy Responsibilities:**

- Read and acknowledge the HEALTHeLINK Security & Privacy Policies
- Implement the HEALTHeLINK Security & Privacy Policies that apply to your roles
- Follow applicable HEALTHeLINK Security & Privacy Procedures that apply to your roles
- Report suspected privacy and/or security incidents promptly to management; participate in incident response if needed
- Complete all training as required by the HEALTHeLINK Training Curriculum

**Physical Requirements:**

The physical demands are representative of those that must be met to perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Light physical effort in an office environment
- Frequent computer use / data entry; repetitive motions of the wrist, hands, and/or fingers
- Must have close visual acuity to perform activities such as preparing and analyzing data and figures; transcribing; and viewing a computer
- Ability to receive detailed information through oral communication



- Must be able to lift up to 20 pounds (files, paper boxes) periodically
- Primarily sedentary work with occasional bending and reaching

I have reviewed and understood this job description and believe it to be accurate and complete. I understand the Management of HEALTHeLINK retains the right to change the job description as it deems necessary. I will follow and adhere to my job description.

**Employee Signature:**

**Date:**

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*The above job description is not a contractual or binding document; it is provided as a guide to the types of duties required to be undertaken. Duties may vary from time to time, and this description is subject to review. Modifications will be made as needed to support changes in the business climate and requirements.*