



Job Description	
Job Title:	Interface Analyst
Reports to:	Interface Team Lead
FLSA Classification:	Exempt
<p>General Description: This position is responsible for performing a number of key operational functions related to assuring the integrity and accuracy of exchange of data as it flows from the data sources to and through the exchange to third party destinations. This includes implementation and support of data sources, practice EMRs, and other third party interfaces utilizing standard data interface methods including HL7 v2 and v3, Direct protocol, secure FTP, and others. In addition, this position includes performing on-going operational activities necessary for the secure and reliable management of data exchange.</p>	
<p>Duties and Responsibilities:</p> <ul style="list-style-type: none"> • Implement new or change existing data feeds from and to third parties that either supply exchange data or acquire data from the exchange utilizing standard processes and approved technical methods. Coordinate the activities of all exchange partners and vendors involved in the implementation and support of data feeds. • Provide level 2 support of all in-bound and out-bound exchange data interfaces including validation functions from the clinical data sources to manage the integrity of the Patient Master Index (PMI) and the accurate attachment of clinical results to the appropriate patient. Coordinate the support activities across exchange and vendor partners as needed to resolve interface problems • Assure workflow process and standards documentation is current and accurate • Take responsibility for testing efforts to validate the functional operation of the data interfaces • 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 • Create daily, weekly, and monthly operational performance statistics for management and stakeholder reporting • Participate in projects as requested • Collaborate with other departments and members of the HEALTHeLINK Team as needed • Other duties as assigned 	
<p>Knowledge and Skill Requirements:</p> <ul style="list-style-type: none"> • Basic understanding of and exposure to electronic data exchange mechanisms. This could include EDI, HL7 v2 or v3, or other data interchange standards and mechanisms • Exposure to data interchange between healthcare systems • Knowledge of standard healthcare terminologies • 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 	



<ul style="list-style-type: none">• 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• Ability to work independently under pressure to meet deadlines and company goals
Experience and Education: <ul style="list-style-type: none">• Associates Degree or higher preferred
Security and Privacy Roles: <ul style="list-style-type: none">• Workforce Member• IT Staff
Security and Privacy Responsibilities: <ul style="list-style-type: none">• 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: <p>The physical demands are representative of those that must be met to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <ul style="list-style-type: none">• 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 understand 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:

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.