



Job Description	
Job Title:	Senior Clinical Analyst
Reports to:	Senior Manager, Population Health
FLSA Classification:	Exempt
<p>General Description: The Senior Clinical Analyst serves as the subject matter expert to the various entities providing health care services in the HEALTHeLINK operating area as well as internally, for all matters related to data quality, data standardization, value based care and related programs, grants, and state and other reporting initiatives. In addition, the Senior Clinical Analyst works collaboratively with facilities and practices to enhance their understanding of the clinical relevance and value of HEALTHeLINK and the impact of the HIE on practice workflow, quality and efficiency.</p>	
<p>Duties and Responsibilities:</p> <ul style="list-style-type: none"> • Provide clinical expertise and knowledge to the HEALTHeLINK organization • Serve as the subject matter expert between HEALTHeLINK and healthcare organizations • Provide direction on improving the quality and completeness of data exchange via HEALTHeLINK <ul style="list-style-type: none"> ○ Conduct ongoing analysis and evaluation to identify and understand data quality gaps and issues ○ Develop strategies to engage participating entities and providers in data quality improvement efforts ○ Coordinate/facilitate meetings and activities of the Data Quality Committee and sub-committees • Manage efforts to review, assess and improve practice workflow in the context of HEALTHeLINK services and healthcare operations • Engage in and support Value Based Care/population health initiatives • Provide direction and leadership on projects and grants as requested • Other duties as assigned 	
<p>Knowledge and Skill Requirements:</p> <ul style="list-style-type: none"> • Extensive knowledge and experience with healthcare clinical services and office environments • Working knowledge and experience with ICD, CPT, LOINC, SNOMED and other coding types • Working knowledge and experience with CMS/NYS programs such as MIPS, CPC+, PCMH, etc. • Working knowledge and experience with Value Based Care models and population health initiatives • Knowledge and experience with health information management and coordination across networks of providers and care settings • Business and workflow of delivery of health care across multiple settings • Working knowledge and experience with process improvement/PDSA model/smart objectives and workflow redesign • 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 • Demonstrates strong interpersonal and communication skills • Excellent written communication and presentation skills • Experience with public speaking with the ability to present to Executive Management and clients • Excellent project management and organization skills • Proficient using the Microsoft Office Suite including Word, Excel and PowerPoint • Ability to work independently under pressure to meet deadlines and company goals 	



<p>Experience and Education:</p> <ul style="list-style-type: none">• At least 5 years of experience as a Licensed Healthcare Professional and/or Bachelor's/Master's degree in a health care related field
<p>Security and Privacy Roles:</p> <ul style="list-style-type: none">• Workforce Member
<p>Security and Privacy Responsibilities:</p> <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.• Comply with Facility credentialing requirements, if applicable
<p>Physical Requirements:</p> <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• May be required to drive for long periods of time and is expected to travel throughout the Western New York area• Valid driver license required

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.