



Choctaw Health Center

Medical Staff Department
210 Hospital Circle
Choctaw, MS 39350-6781
601.389.4145

JOB ANNOUNCEMENT # 347129

POSITION TITLE: Medical Staff Informatics Analyst
SALARY: Tribal Pay Scale Grade 15
SUPERVISOR: Chief Medical Officer
JOB LOCATION: Choctaw Health Center
TYPE OF EMPLOYMENT: Regular Full - Time/Non-Exempt/Essentials
OPENING DATE: SEPTEMBER 30, 2024 ^{SEP 30 2024}
CLOSING DATE: OCTOBER 07, 2024 OR UNTIL FILLED

Mission Statement: *The Mission of The Choctaw Health Center is to raise the health status of the Choctaw People to the highest level possible.*

Vision Statement: *Our vision is to achieve a health community through holistic health services in a culturally sensitive environment, in partnership with satisfied customers, dedicated employees, and the Choctaw Community*

The Choctaw Health Center is a 20-bed hospital centrally located in Choctaw, Mississippi off State Highway 16 West on the Mississippi Band of Choctaw Indian Reservation. The Tribe consists of eight communities: Bogue Chitto, Bogue Homa, Conehatta, Crystal Ridge, Pearl River, Red Water, Standing Pine, and Tucker. It serves approximately 11,000+ members of the tribe's population across ten county area in central Mississippi. It is a 180,000 square foot comprehensive health care center with three satellite clinics located in the Choctaw communities of Bogue Chitto, Conehatta, and Red Water.

Scope of Service and Effect:

This position is in the Choctaw Health Center. The Medical Staff Informatics Analyst works under the general direction, guidance, and administrative supervision of the Chief Medical Officer. The incumbent is expected to attend all Medical Staff Committees. The Chief Medical Officer will provide guidelines used for the performance of assigned duties.

Responsibilities and Duties:

1. The Medical Staff Informatics Analyst will adhere to all Tribal Personnel Policies and Procedures. This includes Tribal Standard Operating Procedures and Policies.
2. Provides the performance data and metrics needed for the Medical Staff to meet DNV requirements MS.8 SR. 1-SR.3 for practitioner specific performance data for physicians and other practitioners who have been granted clinical privileges at Choctaw Health Center.
3. The data and metrics obtained will be aggregated and analyzed for trends and used to enhance performance of individual practitioners.
4. The Medical Staff Informatics Analyst will also cross-train to assist with the credentialing and onboarding of new practitioners.
5. The Medical Staff Informatics Analyst position will require familiarity with Cerner EHR medical staff charting and be prepared to educate about this charting to new hires.
6. Provides performance data metrics which support the adequacy and appropriateness of medical care provided to patients.
7. Attends Governing Board meetings when invited by the CMO.
8. Develop and maintain positive working relationships with the medical staff.
9. Always maintains and ensures patient confidentiality.
10. Reports to work on time and completes work within designated time.
11. The Medical Staff Informatics Analyst duties and responsibilities will be subject to changed based on the organizational needs and/or as deemed necessary by the supervisor.
12. Prepares professional quality reports.
13. Attends Quarterly Quality Management meetings and assists with Medical Staff related measures and reporting.
14. Will facilitate timeliness and completeness of the Medical Record in conjunction with Medical Coding.
15. Expected to become familiar with meaningful use in reference to the EHR and provide guidance to the individual practitioner to meet these requirements.

Annual Competencies

Annual competency evaluations will be conducted using position specific assessments to evaluate or analyze an individual's ability to perform job functions and duties. This competency will be completed by an Advanced Practice Provider or other member of the nursing staff.

Hours Worked:

This is a non-essential position. Employees are responsible for clocking in and out as scheduled. The Choctaw Health Center's normal working hours are Monday through Friday (8:00 am to 4:30 pm) with an hour lunch break. There may be times when asked to work after hours and during weekends. This non-essential position is eligible for all MBCI Tribal Government Holidays.

Work Environment:

The incumbent will be based at the Choctaw Health Center. There is possible exposure to contagious diseases in a clinical setting. There may be encounters with dissatisfied patients and /or families.

There may be travel for training courses or other duties.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk, and hear. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift. Specific vision abilities required by this job include depth perception, reading, distance, computer, and color vision. Talking and hearing are essential to communicate with patients, vendors, and staff.

Job Hazards:

1. Possible exposure to communicable diseases, and other conditions common to a clinical environment.

Qualifications:

1. A Registered Nurse degree with at least five years of experience is required.
2. Experience with Electronic Health Records reporting and analysis.
3. Must have strong written and verbal skills.
4. Must be modern EHR systems.
5. Must understand clinical practice and best practice measures.
6. Must possess a valid Mississippi driver's license, automobile liability insurance, telephone, and dependable transportation.
7. Must have the ability to be self-directed and display strong initiative to establish personal goals and take responsibility for meeting them with defined timelines.
8. A record of satisfactory performance in all prior and current employment positions supported by positive employment references from previous and current employers.
9. Completion of Criminal Background Investigation and must pass a pre-employment drug test.

In accordance with the Choctaw Health Center Employee Health Program, an employee screening will be performed upon hire. Employees are encouraged to continue to receive routine examinations with their clinical provider of choice.

*****CHOCTAW HEALTH CENTER PROPERTIES ARE TOBACCO FREE*****

NOTE: The Administrative Personnel Policy & Procedures of the Mississippi Band of Choctaw Indians, Native American Preference, Section II (A), have been revised and approved, as follows:

Further bolstering this Native American preference to promote employment of MBCI members, it is the policy of MBCI to employ persons(s) who are not members of MBCI only when no qualified member of MBCI, who has applied for the position, can be trained or upgraded to fill a given job vacancy within a reasonable period of time at a reasonable cost, and then only when a Waiver of Native American Preference has been secured from the Committee on Human Resources, Training and Development on a case-by-case basis.

The authority to waive Native American Preference laws can be exercised by the Committee on Human Resources, Training and Development. The Committee will exercise its discretion to do so only when a motion is made by a committee member to support such waiver and the Committee determines by reviewing the facts and appropriate written documentation that a waiver is justified. A waiver to allow the employment of a person who is not a member of MBCI, or to employ a person who is Native American outside the order of preference set forth in this Policy, can be made by the Committee only for as long as the person who is granted the waiver remains in the position for which the waiver was granted. That waiver does not apply to other openings which the person who is granted the waiver may request a promotion or transfer for or apply for. The Committee only has the right to approve or disapprove a waiver that has been requested by Executive Branch supervisors, and has no right to direct, demand, or coerce any executive Branch supervisor or personnel that any specific applicant other than the one for which waiver is sought, be employed

IF INTERESTED, SEND APPLICATION TO:

Mississippi Band of Choctaw Indians
Human Resources
P. O. Box 6033, Choctaw Branch
Choctaw, MS 39350