



# Choctaw Health Center

Medical Staff  
Choctaw, MS 39350-6781  
601.389.4145

## JOB ANNOUNCEMENT # 411129

**POSITION TITLE:** Clinical Applications and Support Analyst

**SALARY:** Tribal Pay Scale Grade 23

**SUPERVISOR:** Chief Medical Officer

**JOB LOCATION:** Choctaw Health Center

**TYPE OF EMPLOYMENT:** Regular Full - Time/Non-Exempt/Essential

**OPENING DATE:** ~~NOVEMBER 14, 2024~~ NOV 14 2024

**CLOSING DATE:** NOVEMBER 21, 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 of 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 primarily in the Choctaw Health Center. Infrequent visits to the three satellite clinics may be necessary. The Clinical Applications and Support 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 and report at monthly Medical Staff meetings. Guidelines developed by the Chief Medical Officer will be utilized by the incumbent for performance of assigned duties.

**Responsibilities and Duties:**

1. Plan, design, implement, maintain, and provide optimization and support for the Electronic Health Record and other clinical applications.
2. Performs workflow assessments, captures business needs, and analyzes internal systems to determine functional requirements.
3. Is responsible for facilitating communication from the clinical end-users across the patient care departments while working collaboratively and directly with management, information services, finance, and external properties.
4. Responsible for identifying, evaluating, improving, educating, and implementing strategies and/or solutions that improve quality care and performance.
5. Shall participate in best practice improvement forums, educational programs, and other activities to stay abreast of emerging issues affecting quality patient care.
6. Possess in-depth clinical and application knowledge and experience.
7. Works within cross-functional teams and with end-users to achieve application integration to meet clinical needs.
8. Performs builds, upgrades, and system enhancements as needed.
9. Supports applications through all phases of implementation.
10. Delivers post-implementation training, support, troubleshooting, and maintenance.
11. Analyzes problems, recommends improvement, and takes corrective action to promote clinical transformation through knowledge of various information systems technologies.
12. Conducts and facilitates clinical computer applications training.
13. Assures compliance of EHR with policy, procedures, and timeliness.
14. Will stay current with knowledge and awareness of hospital compliance programs, policies, and procedures. Compliance with these guidelines is expected.
15. Maintains up to date knowledge of trends and advances in their clinical field and in healthcare informatics as well as new developments in hardware and software technology.
16. Networks formally and informally with other clients of current EHR vendor
17. Displays strong initiative. This individual can establish goals and take responsibility for meeting them within defined timelines.
18. Monitors and evaluates operations for compliance within licensure, accreditation, and regulatory standards.
19. Always ensure patient confidentiality.

20. Reports to work on time and completes work in a timely manner.
21. Attends Quarterly Quality Management meetings and assists with Medical Staff related measures and reporting.
22. Expected to be familiar with meaningful use requirements in reference to EHR and provides guidance to the individual practitioner to meet these requirements.
23. Instructs and facilitates Revenue Cycle by CDM Summary Reporting from department heads and or providers to Finance.
24. All other duties as assigned by supervisor.

**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 (8AM to 4:30PM) with a one-hour lunch break. There may be times when asked to work after hours and on 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 also 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 the job. While performing the duties of this job, the employee may be required to frequently stand, walk, bend, sit, twist, talk, and hear. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee may 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:**

Exposure to communicable diseases and other conditions common to a clinical environment.

**Qualifications:**

1. Advanced Practice Provider with at least 4 years of relevant experience required in the clinical field or operational setting.
2. Training or Experience in informatics and fluency in Electronic Health Record use.
3. Understands clinical practice and best practice measures.
4. Must have a valid Mississippi driver's license, automobile liability insurance, telephone, and dependable transportation.

5. Strong written and verbal skills
6. Completion of Criminal Background Investigation and must pass a pre-employment drug test.
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.

**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