**Position:** Healthcare Application Analyst I  
**Salary Range:** $28.80 - $35.16 hourly; $2,303.82 - $2,812.49 bi-weekly.

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Kern Medical strives to recruit the highest quality candidates, resulting in a high performance workforce that consistently delivers quality patient care.

Career Opportunities within Kern Medical include many benefits such as:

- **New Hire Bonus:** For select positions.
- **New Hire Premium:** +6% of base rate of pay, matched up to 6% if contributed to Deferred Compensation Plan.
- **Shift Differentials:** varies per classification.
- **A Comprehensive Benefits Package:** includes Holidays, Vacation, Medical, Dental, Vision and Life Insurance.

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**Job Description**

Under direction, analyzes, plans, organizes and coordinates the Healthcare Information System (HIS) applications and other related hospital healthcare systems in the hospital.

**DISTINGUISHING CHARACTERISTICS:**

This specification represents the flexible classification of Healthcare Application Analyst I/II. Incumbents are required to have comprehensive hospital/healthcare information systems knowledge, experience and technical ability to implement and support an integrated hospital based information system in assigned application areas of General Healthcare, Decision Support Systems, Clinical Management and Financial Systems. The Level I is distinguished from the Level II in that the latter performs more responsible, complex assignments in all phases of HIS applications requiring minimal direction.

**Essential Functions:**

- Analyzes, plans, organizes, coordinates, implements and installs systems and related application software in assigned areas; coordinates applicable and responsible hospital resources during the installation and upgrade processes.
- Provides HIS and reporting expertise to address information needs relevant to hospital management and HIS users.
- Maintains comprehension of current hospital pre-admission, admission, outpatient registration, coding and patient processing practices and procedures.
- Ensures that all application software updates and fixes are installed, tested and implemented in a timely manner through software support tools for the assigned area based systems.
• Assumes primary responsibility for troubleshooting, documenting, reporting and resolving application problems of assigned applications and systems and serves as the liaison between hospital users and appropriate vendor support personnel when additional product expertise is required.

• Coordinates the assessment and development of the needs and requirements of an integrated hospital information system and reporting mechanism in collaboration with hospital user departments and available hospital systems and tools, e.g. Structured Query Language (SQL) ODBC, and Crystal Report Writing.

• Monitors installation, upgrade and work order progress and costs.

• Communicates and coordinates activities with the HIS Manager and staff concerning work priorities and project deadlines.

• Develops criteria for ensuring data base integrity and maintains system security. Monitors and addresses all data integrity, validity, and security issues and develops recommendations to resolve these issues.

• Provides ongoing training, guidance and support to the assigned application users in the hospital environment; educates users to the capability of the applications for more efficient use of the computer information systems.

• Interacts with other HIS analysts to ensure effective integration of source systems, imaging, interface management tools, data repository systems, and with decision support applications to fully respond to reporting requirements according to assigned responsibilities.

• Coordinates with other HIS staff to ensure proper utilization, availability and operations of the assigned HIS areas of interface engine and data repository, decision support, financial and related systems; monitors hardware resource use to ensure adequate equipment levels.

• Keeps current of developments in computerized hospital information systems, tools (Crystal, security, spreadsheets, SQL, HL7, etc.) regulatory requirements and hospital data needs and requirements.

• Develops and promotes working relationships with clinicians and ancillary staffs to assist understanding and develop solutions to their information systems needs.

• Ensures that adequate documentation exists for using and maintaining user developed and vendor provided HIS, financial and related systems applications, processes, reports, and routines.

• Orients hospital personnel to the HIS, decision support, financial, clinical and related systems and their impact on hospital operations.

• Develops, leads and participates in applicable internal HIS user groups to cultivate information sharing, user feedback for system enhancements, and reports coordination.

• Recognizes and identifies the need for the modification and development of policies and procedures.

• Performs other job related duties as required.

Employment Standards:

**Level I:** Graduation from an accredited college or university with a bachelor’s degree in public or business administration, management information systems, computer science or nursing.

**AND**

Two (2) years of paid experience in the utilization of data processing principles and techniques in a
healthcare environment which includes, systems and procedures analysis, project management, systems support, or coordinating the data processing operations, inclusive of Option I: McKesson Star or any equivalent hospital information system; Option II: McKesson Star, McKesson TrendStar Decision Support, Horizon Clinical Systems or any equivalent healthcare Clinical Support System; Option III: McKesson STAR Financial, McKesson TrendStar Decision Support applications or any equivalent financial application system in a healthcare environment.

OR

Completion of two (2) years of college or graduation from an accredited program in management information systems, computer science AND four (4) years of paid experience in the utilization of data processing principles and techniques in a healthcare setting which include systems and procedures analysis, project management, systems support, or coordinating the data processing operations, inclusive of Option I: McKesson Star or any equivalent hospital information system; Option II: McKesson Star, McKesson TrendStar Decision Support, McKesson Systems or any equivalent healthcare Clinical Support system; Option III: McKesson STAR financial applications, McKesson TrendStar Decision Support or any equivalent financial application system in a healthcare environment.

OR

Six (6) years of progressively responsible paid experience in the utilization of data processing principles and techniques in a healthcare setting which includes implementation systems and procedures analysis, project management, systems support, or coordination the data processing operations, inclusive of Option I: McKesson Star or any equivalent hospital information system; Option II: McKesson Star, McKesson TrendStar Decision Support, McKesson Horizon Clinical systems or any equivalent healthcare Clinical Support System; Option III: McKesson Star Financial applications, McKesson TrendStar Decision Support or any equivalent financial application system in a healthcare environment.

Knowledge of: Principles and methods of programming, report generation tool; principles and techniques of data communications between hospital application systems; systems and procedures analysis; electronic data processing and relational principles, techniques and capabilities, including office automation, mini and personal computers; principles of healthcare organizations and management; hospital information system applications and capabilities; patient processing and clinical systems; statistical gathering, processing and reporting; healthcare coding methodologies and billing practices; hospital/healthcare financial services processes and procedures; hospital or clinic based patient accounting, payroll, patient processing and medical records processes and procedures, principles of project management.

Ability to: Understand and apply the principles of programming; utilize report generation tools; data communication processes; conduct systems and procedures analyses and feasibility studies; plan and direct the work of others; develop and maintain working relationships with physicians, nurses and ancillary staff; communicate orally and in writing with people of various professional, vocational and educational backgrounds.
A background check will be conducted for this classification.