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**Georgia Department of Community Health
Office of Health Information Technology & Transparency
Director, Health Info Technology & Transparency (61717)**

Recruitment Period: 8/9/2010 - 8/16/2010

Annual Salary Minimum: \$62,923.28

Annual Salary Maximum: \$110,011.91

Salary Details: This position is on pay grade 21 of the statewide salary plan. Entry salary depends on qualifications and experience.

Duties & Responsibilities: Serves as the Director for the Department of Community Health's Office of Health Information Technology and Transparency (HITT). The Office of HITT plays a leading role in the efforts of the State of Georgia to increase the adoption of health information technology and health information exchange. The Director is responsible for working with DCH leadership, the HITT Advisory Board and key health care stakeholders to develop and implement Georgia's HITT strategic priorities and initiatives related to health information technology and transparency. The Director will provide leadership and consultation on health information issues and best practices and take responsibility for building and maintaining relationships with the healthcare community while reporting directly to the State HIT Coordinator. The position has significant responsibility for supervising program staff.

1. Job Responsibilities include but may not be limited to the following:
Serve as the Director of the Office of HITT with immediate supervision of the office staff, budget and daily operations. Reports directly to the State HIT Coordinator.
2. Provides leadership on HITT projects designed to increase the adoption and utilization of electronic health information among providers, consumers, and other health care stakeholders; including but not limited to Health Information Transparency website, Georgia Health Information Technology grants program, the Medicaid EHR Incentives program.
3. Helps develop health care policy related to improving the quality of health care through the use of electronic health information. Participates in the legislative and regulatory process through bill analysis and development, as needed.
4. Communicates and coordinates activities designed to enhance provider adoption of electronic health records among our contracted providers and managed care companies. These activities may include development and revision of Provider Manual, credentialing activities, provider incentives, clinical practices and provider communications.
5. Must develop and maintain effective working relationships with internal and external constituencies in promoting HITT activities across the State of Georgia. Manage the activities of the HITT Advisory Board and inter-agency activities related to the HITECH provisions of ARRA.

6. Work with HITT legal team and the DCH Chief Information Officer to ensure that all electronic health information managed by the Department and its contractors is secure and all policies and procedures related to the sharing of electronic health information are compliant with HIPAA, state and federal laws and regulations.
7. Conducts meetings with key management and other staff within DCH to ensure coordination of effort on HIT projects within Medicaid, Public Health, State Health Benefit Plan, and Communications.

Minimum Training & Experience: Completion of a Master's degree in a business or health related field and five years experience managing professional level staff and with three years experience in the field of health informatics or a related field.

Preferred Qualifications: Preference will be given to those who, in addition to meeting the minimum qualifications, have one or more of the following:

1. Substantial experience with privacy and security in a large health care organization
2. Certification as a Project Manager and/or Health Information Management Professional
3. Experience as a manager in a healthcare delivery system of government administration
4. Extensive experience with electronic health records systems and health information exchange
5. Knowledge of current regulations at the federal level, including the 2010 proposed modifications to HIPAA privacy, security and enforcement and the regulations related to meaningful use of electronic health records.

Additional Information: Candidates for this position may be subject to employment drug testing and criminal background check.

This position is subject to closing at anytime once a satisfactory applicant pool has been identified by the hiring authority.

DCH is an Equal Opportunity Employer

In addition to a competitive salary, the Department of Community Health offers a generous package which includes employee benefits such as paid time off, a retirement plan, and a number of choices for healthcare coverage. For general information about benefits go to: <https://www.careers.ga.gov/careersBenefits.asp>. For information on the retirement plan go to: www.ersga.org.

Application Process:

Resumes and or applications should be sent to the attention of D. Derby and have Director, Health Info Technology & Transparency as the subject line. Resumes may be faxed to 404-657-9640 or emailed to dchrecruiter@dch.ga.gov. Applications must be received by close of business, 5pm on Monday, August 16, 2010.