



MEDICAL ONCOLOGY AND HEMATOLOGY ASSOCIATES

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JOB DESCRIPTION

General Job Title: Clinical Analyst

Original: November, 2018

Department: Clinical

Revised:

Basic Function and Scope of Responsibilities:

The Clinical Analyst position is responsible for the build and management of the OncoEMR electronic health record. The Clinical Analyst works with the health care team to provide our medical specialists and support staff with the resources required to meet patient needs and provide excellent patient care. The clinical analyst will work with our Compliance Officer to extract and report quality measures as requested from our clinical partners. The Clinical Analyst will report directly to the COO.

Principal Responsibilities:

- Maintain and build the OncoEMR medical record system.
- Assists in implementation and support, including the development and deployment of training, related to the EMR.
- Provide support to clinical staff for EMR and chemotherapy delivery systems.
- Ensure quality patient care and services are provided.
- Facilitate compliance with clinical quality measures for assigned patient populations.
- Providing direction and support to clinical team to achieve clinic goals and objectives.
- Triage, research, and follow-up on escalated issues and concerns related to the EMR.
- Participating as needed as a member of various committees related to overall organization improvement with regard to electronic health records.
- Perform other job-related duties as assigned

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Education requirements:

- Graduate of an accredited school or college of nursing. Licensed to practice nursing in the state of Iowa.
- Prefer two (2) years oncology nursing experience.

Performance Requirements:

Knowledge and Skills:

- Must have ability to communicate effectively both orally and in writing.
- Ability to establish and maintain effective working relationships with all levels of staff.
- Ability to train others.
- Must be tactful and make others feel comfortable with the learning process.
- Must have initiative to envision change and lead and develop process improvement.
- Must have physical ability to perform the essential functions of the position with or without reasonable accommodation.
- Must have knowledge of regulatory agency requirements pertaining to Nurse Practice Act and MOHA Policy and Procedures.
- EMR experience is preferred.
- Excellent knowledge in Microsoft Office.

Organizational Structure:

This position reports to: COO

Job Titles directly reporting to this position: None

Working Conditions: Temperature controlled office setting.

Physical surroundings: Medical office

Adverse working environment: Work may be stressful due to continual interaction with others, long hours required and nature of the medical specialty.

Physical Effort: Must possess the physical and mental abilities to perform the tasks normally associated with a pharmacy role including walking, bending, standing, reaching and sitting.

Domestic/International Travel: Varies

Extensive Hours: Varies depending on need

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this position. They are not intended to be an exhaustive list of all associated responsibilities, skills, efforts or working conditions. Medical Oncology and Hematology Associates, reserves the right to change, amend, add, delete and otherwise assign any and all duties, responsibilities and position titles as it deems necessary to meet the needs of the business.