



Job Title: Deployment Coordinator

Location: Eastern Office

Employment Status: Regular, Full-Time

Reports to: Senior Account Manager

Classification: Exempt

About HealthlinkNY:

HealthlinkNY is a Qualified Entity (QE), funded by the New York State Department of Health (NYS DOH), which operates the health information exchange (HIE) as well as population health improvement programs (PHIP), supports healthcare delivery reform (DSRIP) and fosters collaboration among public and private health plans (CPC) for an 13 county region spanning the Hudson Valley, Catskills, and Southern Tier of New York. The HealthlinkNY HIE offers electronic access to patients' community-wide health records and serves as the region's access point to the Statewide Health Information Network of New York (SHIN-NY), supporting collaboration between healthcare providers across the state.

Nature and Scope of the Position:

Responsible for identifying and engaging new Participants for the Health Information Exchange (HIE). Including presenting training and education webinars to participants of HealthlinkNY, providing support and annual re-education to participants as required. The Deployment Coordinator will be in responsible for HealthlinkNY user role accounts while maintaining Qualified Entity (QE) compliance. In addition, the deployment coordinator will track and monitor account utilization within the HIE, providing reports as necessary. The Deployment Coordinator will also work with participants, to provide necessary information to assist them in reaching their participation goals with consent and utilization with the HIE. The Deployment Coordinator will also collaborate with all departments within HealthlinkNY to coordinate the onboarding of all participants.

Main Responsibilities:

- Responsible for the organization, scheduling, presenting and tracking recurring and on demand online or onsite training seminars and materials for HealthlinkNY participants
- Provide on-going customer service and relationship maintenance with HIE Participants including evaluating and reporting participant compliance, usage statistics, and identifying opportunities for additional value-add services
- Coordinates with Compliance Manager to ensure all training material and documentation are updated and compliant with New York State Department Of Health requirements



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- Gain familiarity with Center for Medicare & Medicaid Services (CMS) and New York State Department of Health (NYS DOH) programs with regards to HealthlinkNY services and support organizational efforts to secure funding under such programs
- Tracks and monitors provisioned users within the HIE to ensure compliance and utilization
- Scheduled follow up on 30 day, 60 day and 90 day for provisioned users and maintain access information
- Ensure accuracy and completeness of pertinent information for all Participants in HealthlinkNY's SharePoint database(s).
- Plan and coordinate Participant Forums
- Serves as lead on special projects as assigned
- Applicant must own a reliable vehicle
- Applicant must be willing to travel in our 13 county region with a strong emphasis on Ulster, Dutchess, Sullivan, Orange, Rockland, Westchester, and Putnam county
- Applicant must be willing to travel up to 4 days a week with a likely average of 3 days a week
- Other duties as necessary

Education:

High school diploma required with equivalent work experience; associates or bachelors diploma preferred.

Experience:

- Must be a self-starter, highly organized, and able to work well with employees at all levels of an organization.
- Must possess excellent oral and written communication skills.
- Polished presentation and top notch interpersonal skills required.
- Energy and enthusiasm to motivate and engage others.
- Integrity and approachability.
- Strong Microsoft Office and Windows-based computer application skills required.
- Background or knowledge of information technology required.
- Background in health information technology or clinical systems a plus.

Work Environment:

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.



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Physical Demands:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, and reach with hands and arms. The employee may occasionally lift up to 10 pounds.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

To Apply:

Please send resume and cover letter to info@healthlinkny.com or apply via Indeed job posting.