JOB DESCRIPTION
JOB TITLE: Health Information Technologist

Exempt (Y/N):	No
Standard Hours:	Up to 40 hours/week
Location:	Grand Marais, MN
Supervisor:	CEO

> *Sawtooth Mountain Clinic's mission is to provide access to high quality, comprehensive primary and preventive healthcare to all users, regardless of financial ability to pay, throughout SMC's service area of Cook County, Minnesota and the Grand Portage Band of Lake Superior Chippewa Reservation.*

Core Values

"We believe that quality healthcare is a right, not a privilege. We are here with you, *together through life*, dedicated to providing a medical home and medical care that is respectful of you, your family, and your desire to thrive in this community".

Job Summary:

The Information Technology (IT) Manager is responsible for the oversight of all functions related to Information Technology and is involved in those functions to ensure processes are compliant with required laws and regulations. This position is part of a Health Information Technology (HIT) team.

Sawtooth Mountain Clinic (SMC) embraces the team approach to healthcare. This position supports and assists the Medical Providers, working together to provide quality and efficient patient care.

Job Qualifications:

- Must adhere to HIPAA rules and regulations while handling technology to ensure patient confidentiality.
- Provide high quality technical support to SMC employees.
- Maintain the restoration and maintenance of all information technologies, hardware, and software for SMC.
- Identify, troubleshoot, and resolve IT hardware and software malfunctions.
- Maintain records of various processes such as computer inventory for all medical sites.
- Collaborate with vendors to order a variety of computer and printing supplies for all medical sites.
- Maintain company warehouses, and store confidential paper records such as but not limited to company financial and patient medical records for SMC medical sites.
- Destroy IT hardware, electrical equipment, and confidential information following appropriate standards.
- Record intake and destruction of company computers and IT equipment.
- Perform oversight of building projects to ensure electrical systems and cabling address IT needs for the location.
- Collaborate with and direct Service Provider to fulfill IT needs.
- Maintain a working relationship with data communications providers.
- Purchase, configure, and deploy IT hardware including PCs, laptops, and printers.

- Manage and configure the telephone systems including voicemail, hunt groups, and telephone instruments.
- Manage networking equipment, routers, and switches.
- Document IT procedures and workflows.
- Identify needs and purchase IT equipment.
- Provide IT training and orientation for staff.
- Maintain a working relationship with data communications providers.
- Physical presence at the workplace(s) is an essential function of the job.
- Perform other duties as assigned.

Required Competencies
- Leadership
- Computer Skills
- Problem Solving/Analysis
- Customer Care Focus
- Team Centered Approach
- Flexibility
- Excellent Communication Skills
- Multitasking Skills

Required Education and Experience
- Associate Degree in Information Technology or Computer Sciences.
- 2-3 years of working experience in the IT field.
- Experience with desk top support, troubleshooting, and help desk duties.

Preferred Education and Experience
- Bachelors Degree in Computer Sciences or related field.
- 3 or more years working experience in IT and computer technologies within a healthcare industry.

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.

Salary: Commensurate with educational background and experience.

Benefits: As defined in Sawtooth Mountain Clinic's Employee Handbook.

Sawtooth Mountain Clinic, Inc. is an equal opportunity/affirmative action employer.

_____   _____
Employee Signature   **Date**

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Print Name