



Job Posting

Title: Clinical Nextgen Data & System Support Analyst

Base Salary Range: \$52,000 -\$58,000 plus benefits

FTE: Full-Time - Non-exempt

Our Mission: The Mission of South Central Family Health Center is to improve the quality of life for the diverse Community of inner city Los Angeles by providing affordable and comprehensive health care and education in a welcoming and multi-cultural environment. To lead the way in health care in South Los Angeles, as the premier provider and employer of choice offering comprehensive, high quality, affordable, efficient, and culturally responsive services.

General Summary: As an integral part of the quality team, the Clinical Nextgen Data & System Support Analyst serves as the link between our health systems, medical providers, and quality department. In order to report accurately Clinical Nextgen Data & System Support Analyst will supervise the data in our EMR system and other supporting Systems.

- **Technology and Workflow Communication:** Collaborate with business and operations leadership to coordinate and communicate technology and workflow changes effectively.
- **Training Content Creation:** Develop e-learnings, quick tips, how-to guides, and other “just in time” training content for staff.
- **Super-User for Population Health Management software, Electronic Health Records (EHR), and other clinical data gathering programs.**
- **Workflow Development:** Create and maintain workflows for Quality Improvement (QI) using NextGen, ensuring they align with clinical needs and regulatory requirements for all reporting entities.
- **Clinical Collaboration:** Collaborate with physician Super Users, the Quality Improvement Team, and the Chief Medical Officer to understand and optimize clinical workflows.
- **Departmental Reporting:** Create and generate departmental reports for different departments that utilizes NextGen and other population health management software.
- **Compliance Monitoring:** Develop, implement, and monitor policies and procedures to ensure compliance with State and Federal regulations for EMR and other electronic data systems.
- **Provide support in the development, coordination, and distribution of data reports for community-based services, including CDS (Title X), HCCN, and CCLAC.**
- **Regulatory Reporting:** Review and submit required reports such as Title X, HQM, UDS, OSHPD, and other grant-related documentation.
- **Technical Support:** Respond to help desk tickets, providing end-user support for network software, operating systems, hardware, and peripheral equipment.
- **Policy and Procedure Development:** Recognize and recommend necessary changes to policies and procedures, especially in anticipation of future business expansion.

Qualifications Education and Experience:

- High School Diploma or equivalent required
- BA Degree required
- Master’s Degree Preferred



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- Must have minimum 3 years' experience in informatics, EMR, health education, public health, nursing or other related fields.
- Good written, oral and customer service skills
- Excellent analytical and problem-solving skills are essential.
- Must have excellent time management and organizational skills, work independently, and have a sense of urgency prioritizing resolution of issues that affect business workflow and patient care.

Top benefits or perks: As a team member at South Central Family Health Center, you'll enjoy competitive wages and generous benefits:

- Benefits: Health Care, Dental, Vision, and Life Insurance
- 403 (b) Retirement plan
- Education Reimbursement Career development: Entry-level employees have opportunities to work in management, HR or other areas of the company.

Contact/application information:

To apply please visit South Central Family Health Center's website at:

<https://recruiting.paylocity.com/recruiting/jobs/All/325da02f-904e-426b-ab73-f734fa9906c9/South-Central-Family-Health-Cent>