

Executive Director HealthShare Montana

The Executive director will lead and support HealthShare Montana's efforts to implement and expand the use of electronic health information exchange (HIE) while ensuring that appropriate mechanisms are developed to protect the privacy of both patients and providers. The Executive Director will be responsible for implementing a health information exchange for the state of Montana and supporting the Board's public policy efforts. Candidates should offer very strong health care public policy experience and knowledge to:

- Represent HSM and its members in the development and adoption of HIT and HIE
- Interact with potential subscribers and members to derive effective HIT policies in the areas of electronic prescribing, electronic health records and personal health records, and the exchange of information among providers and health systems
- Develop strategies that address barriers to HIT and HIE adoption and advocate for solutions to help overcome these barriers
- Identify long-term opportunities to promote the adoption of HIT that will result in safer, higher quality and more efficient delivery of healthcare
- Communicate the goals of HSM to policy makers and thought leaders and educate people and organizations about health information exchange
- Coordinate HSM efforts on HIT/HIE national standards development in concert with the federal government and patient, provider, and payor groups, and the HSM Board
- Advocate for national policies that make sense for frontier states like Montana, and support efficient, practical provision of healthcare treatment and business operations
- Support HSM efforts to improve quality through effective use of HIE
- Develop official HSM comments and responses to Congress, the state legislature and federal and state agencies concerning technical standards that affect HIE, EHRs, PHRs, electronic prescribing and the development of the national health information network

Desired qualifications

- Significant HIT public policy knowledge and experience
- Seven to ten years of pertinent work experience within the overall healthcare industry with at least 3 of these years preferably spent with a primary focus on HIT

- Experience in delegating duties and leading people toward meeting the organization's vision, mission, and goals, as well as the ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts.
- Exemplary interpersonal skills that translate into positive relationships with colleagues and clients
- Solid communication skills including the ability to concisely explain complicated concepts to executives and leaders within and outside of HSM, both orally and in writing
- Ability to establish HIE credibility and to be viewed as a strategic expert
- Graduate degree in public policy, healthcare management, public health, business administration or relevant discipline, or equivalent relevant work experience
- Experience within the provider or managed care industry is also desired
- HIE expertise and knowledge, particularly related to the role of HIT/HIE in improving quality

Responsibilities

1. Management and Administration
 - a. Develop and facilitate an active implementation process
 - b. Develop organizational goals and objectives consistent with the mission and vision of HSM
 - c. Develop and administer operational policies
 - d. Oversee all programs, services and activities
 - e. Oversee business development
 - f. Ensure compliance with funding sources and regulatory requirements
 - g. Provide information for evaluation of organizational activities
 - h. Serve as liaison between all participating organizations and stakeholders
 - i. Negotiate with vendors, contractors and others
2. Fiscal
 - a. Prepare and submit grant applications and funding proposals
 - b. Develop and manage budgets, ensure effective audit trails, and approve expenditures
 - c. Provide timely financial information to the Board
3. Human Resources
 - a. Recruit, hire, supervise, and retain staff to implement HSM programs and projects
 - b. Develop and manage personnel policies
4. Board Relations
 - a. Assist the Board Chair in planning and managing meetings
 - b. Provide support to Board committees
 - c. Initiate and assist in developing policy recommendations and setting priorities

5. Community and Stakeholder Relations
 - a. Serve as chief liaison to community and stakeholders
 - b. Coordinate representation of HSM to legislative bodies and other groups
 - c. Meet with providers, healthcare organizations, health systems, payors, government agencies and others who are current and potential participants in HSM health information exchange

6. Implementation of Health Information Exchange
 - a. Assure that all projects succeed and expand in scale
 - b. Utilize resources provided through Federal stimulus and other healthcare financing to create long term sustainability of HIE in Montana
 - c. Work closely with the HIE Technology Committee
 - d. Work with additional project staff and HSM partners to ensure sufficient and appropriate resources to
 - i. Provide strategic and tactical planning, development, evaluation and coordination of HIE in Montana
 - ii. Facilitate communication with vendors
 - iii. Oversee operations of the HIE
 - iv. Manage multiple information and communications systems and projects
 - v. Develop and implement user training programs
 - vi. Oversee and evaluate system security, privacy and back up systems