

Decision Support Specialist

Sample Position Description

Position Title: Decision Support Analyst

Immediate Superior: Director, Decision Support

General Purpose: The Decision Support Analyst coordinates data and research for senior managers at the corporate level of the integrated system

Responsibilities:

- Participating and assisting in the design of a comprehensive program to lend support and analysis to management
- Performing scientific and technical planning, direction, and analysis of selected surveillance systems used by management
- Investigating existing national data and performing descriptive and analytic studies using statistical techniques
- Providing ongoing data analysis to entity decision makers that is relevant to the healthcare market and assisting in problem solving, solution development, decision making, and strategic planning
- Recommending focus and direction of resources toward management goals
- Preparing and providing decision support overviews, demonstrations, and presentations to a wide variety of audiences
- Serving as technical expert advisor and consultant to collaborating organizations in the area of management goals

Qualifications:

- Bachelor's degree in health information management, business, healthcare, or information systems technology
- Certification as RHIA or RHIT
- Understanding of healthcare delivery systems and health science administration