



## **JOB DESCRIPTION**

### **Chief Medical Information Officer**

**Reports to:** Chief Clinical Officer (CCO)

#### **Education:**

- Graduate of accredited medical school (MD or DO)
- Satisfactory completion of an ACGME-accredited residency program
- Licensed (or license-eligible) by the Texas State Board, in good standing
- Board certification (Family Medicine preferred)
- Preferred: Clinical Informatics Board Certification (or board-eligible)

#### **Experience:**

- Minimum of three years in clinical practice and/or healthcare administration/management
- Proven experience in leading clinical informatics projects
- Preferred: Epic informatics experience

#### **Skills:**

- Strong initiative, judgment, and decision-making abilities.
- Ability to analyze electronic health record (EHR) functions and take effective action.
- Competency in organizing work, delegating tasks, and meeting organizational goals and objectives.
- Strategic analysis to guide EHR-related decisions and application of clinical policies and priorities.
- Facilitate stakeholder engagement for EHR enhancements.
- Serve as liaison between clinical staff and IT departments.
- Ability to teach medical informatics and EHR use and efficiency.
- Provision of culturally competent medical care.

#### **Primary Duties:**

- Allocate 20% of time to clinical practice and 80% to informatics duties.
- Collaborate with CCO, Chief Information Officer (CIO), Chief Operations Officer (COO), and IT teams to align informatics initiatives with organizational goals.
- Guide senior leadership on EHR-related projects and technological solutions.
- Oversee the development and optimization of EHR content and workflow.
- Promote technology that enhances clinical efficiency and staff satisfaction.
- Support nursing informatics integration.
- Supervise Epic analysts
- Direct clinical staff issues to appropriate resources for resolution.
- Supervise EHR training for new and existing clinicians.
- Manage Uniform Data System reporting and participate in annual security risk analysis.
- Oversee data reporting and Business Intelligence development.
- Participate in professional development activities (e.g., Epic Physician Builder Training and Epic Users Group Meeting)
- Act as faculty for the Applied Clinical Informatics Fellowship, potentially as Program Director or Associate Director.

#### **Physical and Mental Requirements:**

- Valid Texas driver's license with liability insurance.

- Visual and auditory acuity.
- Comfortable with standard office conditions and equipment.
- Ability to handle extended periods of sitting and continuous computer or telephone use.
- Capacity for occasional physical activities such as lifting (up to 25 lbs) and mobility tasks.
- Effective oral and written communication skills.
- Memorize and retain instructions.
- Read and interpret detailed specifications.
- Frequent use of personal car.
- Ability to attend in-person meetings in other states.
- Non-use of tobacco or e-cigarette products.

**Other Duties:**

- Additional responsibilities as assigned by the Chief Clinical Officer.