



# Chief Executive Officer

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## POSITION SPECIFICATIONS

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### Client

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**Vision:** HIP TN will be a recognized state and national leader that supports measurable improvement in clinical quality and efficiency to healthcare consumers, providers, and payors through the provision of secure HIE services.

The Health Information Partnership for Tennessee (HIP TN) was formed as a Tennessee non-profit organization in the summer of 2009 after the passage of the Health Information Technology for Economic and Clinical Health (HITECH) Act within the 2009 Americans Recovery and Reinvestment Act (ARRA). The stated goal of HIP TN is to build a non profit organization that works to improve access to health information through a statewide collaborative process by providing services and infrastructure for the secure electronic exchange and use of health information. HIP TN will also help organize and facilitate coverage for areas not currently covered by a Health Information Exchange thereby improving quality, coordination of care, cost efficiency and public health. Key partners leading the state HIE effort are the State of Tennessee, HIP TN, and the Tennessee Regional Extension Center.

Tennessee currently has health information organizations in Northeast Tennessee, operated by CareSpark, and in Memphis, operated by the Mid-South eHealth Alliance. Similar organizations are being formed in Middle Tennessee and Chattanooga. Tennessee's statewide HIE framework includes:

- Core services, such as an electronic provider directory and master facilities index that enables health care providers to locate, positively identify and determine how they can securely exchange information with one another
- Enterprise services to help qualified HIE organizations connect with statewide Immunization Services, Public Health Reporting and Lab Reporting Services
- Value-Added services for inclusion within the statewide HIE framework based on the feasibility, cost and value of the proposed service
- Connectivity to qualified HIE organizations across the state for the exchange of clinical information using the existing HIEs in each region

HIP TN's plan to leverage and connect existing HIEs across the state will provide an efficient and cost effective means to share clinical data. HIP TN and Axolotl, together with the regional qualified organizations, will deliver a connectivity platform that is aligned with the needs of participants across the state. The platform includes easy-to-use core services, leverages existing infrastructure and provides options for accessing the network to those stakeholders not yet participating in an exchange.

This work is being funded through an \$11 million grant by the U.S. Department of Health and Human Services' Office of the National Coordinator for Health Information Technology to help connect existing HIEs in Tennessee and reduce the cost of sharing electronic health information between these entities.

HIP TN has formed five working groups to focus on the vital components of a health information exchange program. Currently, Health Information Partnership for Tennessee operates the following working groups:

- Clinical, To gather clinical priorities from stakeholders and to coordinate these priorities consistent with the State Plan and Meaningful Use requirements.
- Privacy and Security, To make policy recommendations consistent with the State Plan that helps insure the privacy and security of HIE intra- and inter-state all as consistent with the laws, rules, regulations and standards as may apply.
- Technology, Coordinate with existing efforts at the state and local level to define, recommend and support technical infrastructure, consistent with nationally recognized standards, which helps meet the goals set out in State's Cooperative Agreement with ONC
- Sustainability, To work with the State in defining funding models for dissemination of grant funds, help identify and maximize funding sources and develop a financial sustainability model for statewide HIE.
- Consumer. To insure that consumers are properly informed on HIE and how they may participate in the development and use of HIE for the betterment of the care they receive.

HIP TN has selected the Elysium® Exchange technology platform from Axolotl Corp., the nationwide leader in health information exchange services and solutions, to build the state's HIE infrastructure.

## **RESPONSIBILITIES**

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The CEO is responsible for the visionary and strategic leadership of the Health Information Partnership of Tennessee. (HIP TN) The CEO will create the vision and operational model for the next 4 years and work with the senior team, consultants and the Board of Directors to ensure the execution of the strategic plan. The CEO will have the overall responsibility to create partnerships with stakeholders, consumers and clinicians that will benefit the growth of HIP TN. The CEO will be responsible for developing funding ideas and initiatives to sustain the long term growth of HIP TN. The CEO will have oversight and ultimate responsibility for the executive management team and will report to the Board of Directors.

## **REQUIREMENTS**

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- 1) A strong background in healthcare, preferably healthcare information technology
- 2) Proven ability to effectively work and communicate with diverse and complex constituencies to build consensus and unity
- 3) Possess decisive, innovative and proactive decision making with strong vision and implementation skills
- 4) Demonstrated prior experience effectively managing a staff including: cultivating people at all levels, creating a collaborative culture, building programs and management to ensure retention and gaining buy in of a common vision
- 5) A minimum of 5 years executive leadership experience preferably with experience in an entrepreneurial/intrepreneurial environment
- 6) Comfortable in a “hands-on” role and possess organizational, administrative and financial management skills
- 7) Strong communication and interpersonal skills, including public presentation skills
- 8) Significant experience and proven track record of building and deploying operational procedures in order to allow rapid growth in a short period of time.
- 9) Demonstrated ability to raise funds from the public and private sector
- 10) Demonstrated prior experience in understanding a client or customers needs and organizing and leading the successful delivery of those needs
- 11) Prior experience in reporting or effectively working with a Board of Directors.
- 12) Undergraduate degree is required. An advanced degree is preferred

## **DUTIES & RESPONSIBILITIES**

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- 1) Build and maintain relationships with key stakeholders, consumers and clinicians to educate each sector as to the benefits of participating in HIP TN
- 2) Develop, drive, enhance, and execute the HIP TN strategic
- 3) Transform HIP TN from a startup organization to a financially sustainable entity
- 4) Develop and maintain the relationship with the Office of eHealth Initiatives
- 5) Responsible for consistent and responsive delivery of HIP TN’s technology to ensure a wide partner acceptance
- 6) Develop metric-driven reporting for the Board and the senior management team which will provide clarity to responsible parties and transparency to progress.
- 7) Responsible for the future funding efforts as needed for new initiatives
- 8) Effectively manage/lead the senior management team and mentor them for professional growth and the ability to take on more responsibilities.
- 9) Provide regular communications on HIP TN progress to the Board and key stakeholders
- 10) Prioritize and communicate roles and responsibilities concerning the business plan, strategic goals and improvement initiatives.
- 11) Ensure through goal-setting, delegating and feedback that employees remain committed and accountable to performance objectives and measures.
- 12) Ensure sound financial management and accountability.

## **COMPENSATION**

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Compensation will be market-based, corresponding to the experience level, credentials, and personal characteristics of the candidate and will include a competitive base salary along with a full range of employee benefits. Relocation assistance will be provided to the successful candidate, if needed.

## **NON-DISCRIMINATION**

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Our client and The Buffkin Group firmly support the principle and philosophy of equal opportunity for all individuals, regardless of age, race, gender, creed, national origin, disability, veteran status of any other protected category pursuant to applicable federal, state or local law.

### **Contact Information:**

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