



## **Position Description**

### **Executive Director, Illinois Health Information Exchange Authority**

Location: Chicago

Compensation: Salaried, set in statute at 75% of the Governor's salary

Status: Full-time, 3-year appointment (subject to renewal) by Governor, confirmed by Senate

#### **Overview**

The Illinois Health Information Exchange Authority was created by state statute in July 2010 to promote, develop and sustain health information exchange on a statewide basis. The Authority seeks an Executive Director to lead the effort to sustain a statewide health information exchange, support statewide health care transformation and direct Illinois' participation in the Nationwide Health Information Network.

#### **Summary of Responsibilities**

The Executive Director, along with eight (8) directors appointed by the Governor, is responsible for governing the Illinois Health Information Exchange Authority. The Executive Director is responsible for the executive leadership and administration of the Authority and direction of its personnel. In that capacity, the Executive Director will:

- Promote the effective use of health information technology throughout Illinois to improve health care
- As the chief executive officer of the Authority, consult with the Board and achieve consensus on governance issues relevant to operating the Illinois Health Information Exchange
- Manage the transition of governance over the Illinois Health Information Exchange from the Illinois Office of Health Information Technology to the Authority
- Build and manage a dynamic staff to effectively operate the Illinois Health Information Exchange
- Promote patient and consumer engagement in health information technology policy development and implementation
- Increase public awareness of the benefits of electronic health records and health information exchange and serve as a high-profile, public advocate for Illinois' health information exchange efforts and progress
- Oversee the development and implementation of the Illinois Health Information Exchange's business plan for financial sustainability
- Oversee ongoing market analysis efforts to ensure alignment of the Illinois Health Information Exchange services with the needs of Illinois health care delivery system
- Direct the Authority's efforts to increase and enhance participation in the Illinois Health Information Exchange
- Solicit private and public funds to support the operations of the Illinois Health Information Exchange
- Manage successful health care stakeholder engagement to drive consensus on policies governing the Illinois Health Information Exchange

- Facilitate the policy, statutory and regulatory changes necessary and appropriate to promote the widespread adoption of electronic health records and effective health information exchange throughout Illinois
- Work cooperatively with other state and federal agencies and private sector entities to align the resources and objectives of other health information technology programs to the greatest extent possible
- Oversee the integration of sub-state health information exchange entities into the Illinois Health Information Exchange
- Oversee the long-term interoperability of the Illinois Health Information Exchange with those of surrounding states and direct Illinois' participation in the Nationwide Health Information Network

### **Background, Skills and Education**

- A Master's degree in health care administration, business administration or related field is required
- Dynamic, energetic leader with a commitment to health care transformation and quality improvement
- A minimum of five years experience in health care administration, policy or delivery with a strong preference for experience in health information technology
- A minimum of 10 years of progressively responsible professional positions with experience in managing personnel, budgets and complex policy implementation
- A minimum of five years experience in large scale information technology project implementation
- Demonstrated success in financial management and fund development
- Demonstrated skill in communicating effectively with diverse stakeholders in health care
- Experience with the legislative and rulemaking process at the state and federal level
- Knowledge of the health information exchange and health information technology environmental landscape
- Knowledge of health care reimbursement issues and policies of both private and public payers
- Clinical background preferred
- Operational knowledge of hospitals, physician practices and other health care settings
- Experience negotiating and executing contractual agreements

### **Travel**

- Regular travel to attend meetings throughout Illinois and nationally is expected

### **Equal Employment**

The State of Illinois is an equal opportunity employer and seeks a diverse workforce; qualified women and minority candidates are encouraged to apply.

### **Application Process**

Visit [www.appointments.illinois.gov](http://www.appointments.illinois.gov), select "Nominate Yourself," indicate "Health Information Exchange" as your 1<sup>st</sup> choice, and submit requested information. Please also submit a resume and cover letter to [laura.zaremba@illinois.gov](mailto:laura.zaremba@illinois.gov).