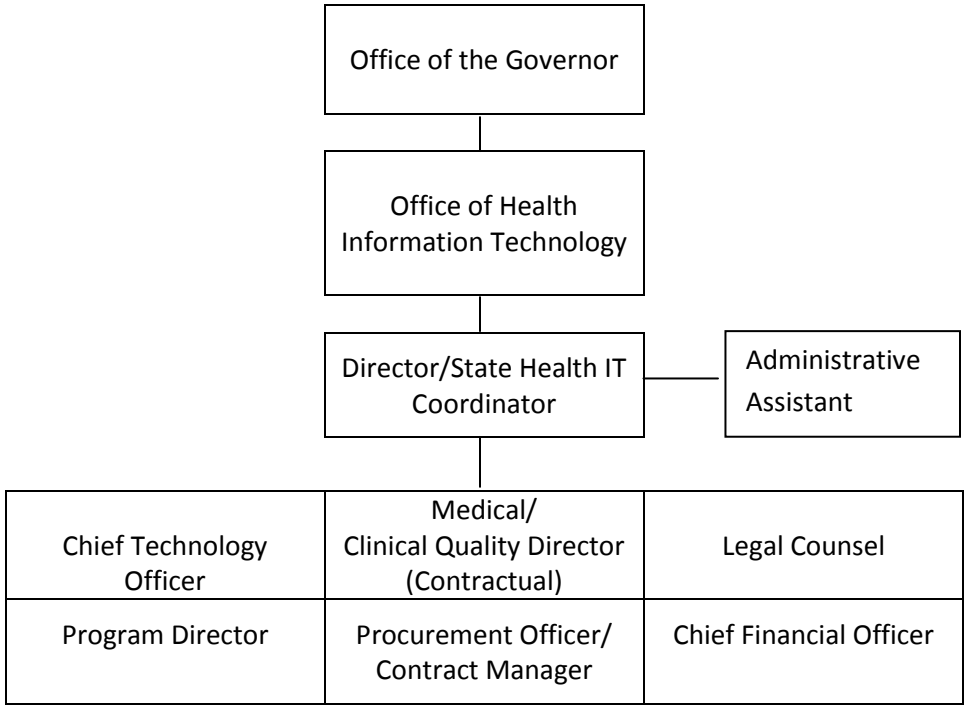
Illinois Office of Health Information Technology (OHIT) - Organizational Chart and Staffing Plan



Job Duties

Director/State Health IT Coordinator

- Oversee all operations of the OHIT
- Responsible for strategic vision and implementation of the State's health information technology initiatives and Cooperative Agreement with ONC
- Foster partnerships and participation among all major health care stakeholders
- Serve as State's main point of contact with federal agencies and other states regarding health information exchange

Chief Technology Officer

- Oversee development and implementation of technical architecture of the State's health information technology plans
- Ensure integration and interoperability of existing technology in State's health care market to achieve broad-based participation in the state-level HIE
- Provide strategic input on all technology-related procurement and budget matters

Medical Director

- Provide clinical expertise and consultation on the State's health information exchange plans and implementation
- Provide guidance and strategic direction on the achievement of meaningful use among the healthcare provider community
- Assist in the development of clinical quality measures associated with the implementation of a state-level health information exchange
- Serve as primary liaison to clinicians

Legal Counsel

- Provide legal consultation on the State's health information exchange plans and implementation
- Ensure adherence to all applicable state and federal privacy and security laws
- Review contracts, procurements, policies and procedures to ensure compliance with all applicable legal obligations of the OHIT

Program Director

- Responsible for day-to-day operations of the OHIT
- Maintain regular contact with stakeholders and current, working knowledge of state and federal policy developments in health information technology
- Responsible for performance measurement and tracking of progress toward goals and milestones in Cooperative Agreement and Strategic Plan

Procurement Officer/Contract Manager

- Perform all procurement duties necessary to carry out the duties of the OHIT
- Ensure compliance with state and federal procurement laws and requirements
- Produce all requests for proposals, requests for information and related procurement instruments necessary to carry out the duties of the Office
- Monitor all contracts for compliance

Chief Financial Officer

- Prepare and administer the budget and all financial operations of the OHIT
- Ensure compliance with federal and state reporting laws and requirements

Administrative Assistant

- Provide administrative assistance to the OHIT including all clerical duties, scheduling meetings and making travel arrangements