**CAI Contact**

*Nicole Walker*

*PHONE:*

*EMAIL:*

<**Candidate Name**>

**Skills**

Please use this table to list the skills noted in the Required/Desired section of the requirement. In addition, please respond with the years of experience for each skill and the last time each skill was used. Add or delete rows as necessary.

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| --- | --- | --- | --- | --- |
| Skill | Required/Desired | Years of Experience | Years Used | Last Used |
| Strong analytical and problem-solving skills. | Required | 3 |  |  |
| Highly effective interpersonal and communication skills (written and verbal) | Required | 3 |  |  |
| Experience managing a master patient index or similarly large/complex data system | Required | 3 |  |  |
| Experience creating new system processes and implementing process improvement. | Required | 3 |  |  |
| Knowledge of HIPAA and health care regulatory compliance as they relate to Electronic Health Record (EHR)/Electronic Medical Record (EMR) systems | Required | 3 |  |  |
| Thorough knowledge of assigned data and the use of its systems via developing through test plans/scenarios. | Required | 3 |  |  |
| Skilled in enterprise systems and familiarity with best business practices related to systems | Required | 3 |  |  |
| Working knowledge of security protocols for systems utilized. | Required | 3 |  |  |
| Advanced skills using word processing, spreadsheet, database and other standard business applications. | Required | 3 |  |  |
| Experience with Microsoft Office Tools, including Microsoft Project, Visio, Excel and PowerPoint. | Required | 3 |  |  |
| Ability to plan, organize and execute duties independently with minimal supervision. | Required | 3 |  |  |
| Ability to communicate with cross-functional teams & all levels of an organization, including IT executives, and business managers | Required | 3 |  |  |
| Ability to attain and maintain a general knowledge of HIE feeder information systems | Required | 3 |  |  |
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Employment History