

Medical Technologist/Clinical Lab Science - Lab Information Systems Manager

Department: Administration

Reports to: Administrator

FSLA Status: Exempt, Full-Time Monday-Friday (with occasional task on a weekend)

SUMMARY:

Assumes leadership responsibility for the overall operation of the anatomic pathology lab's LigoLab database and interface operations and other IT projects as assigned.

The LIS manager monitors all LigoLab LIS functions, interrelated client order/result interfaces, faxing and routine database maintenance. Coordinates and works with contracted information technology firm as necessary for new interfaces and troubleshooting involving client interfaces, EMRs, faxes and remote access.

Must have the ability to make sound decisions under stress and to communicate effectively. Offers support to coworkers in a team-oriented environment. Provides assistance with other duties throughout the day as required or requested by the pathologists, other managers and/or the administrator. Develops training and procedural documentation for all LIS functions.

Success in this role requires a combination of strong discovery, technical proficiency and confidence in working with pathologists, employees, managers and clients.

Job Duties

- Directs day-to-day LigoLab database operations and coordinates and monitors all projects.
- Serves as a liaison between users and management to ensure all needs are being met.
- Diagnoses and corrects system problems with help from contracted IT services.
- Provides assistance to employees and clients with technical questions and hardware/software issues.
- Modifies LIS database tables as needed and maintains all LIS procedures.
- Tests LIS software upgrades with interface validation documentation.
- Logs and tracks tickets with contract IT service or LIS vendor when needed.
- Oversees the lab component of connectivity issues with other EMR systems.
- Builds strong relationships with clients, understands their needs and insures issues are resolved in a timely manner.
- Works with multiple internal departments and demonstrates sound judgement, patience, and maintains a professional demeanor at all times.
- Adds value as a key member of the management team.
- May supervise employees, provide direction, coach and train.
- Works cooperatively with other departments and vendor[s] to accomplish goals of projects.
- Performs other special projects as assigned.
- Fulfills other duties as required.

Minimum Job Qualifications:

- Medical Technologist with Bachelor's Degree in Clinical Laboratory Science or related science curriculum is preferred.
- Minimum of two years of management experience preferred.
- Must be able to multi-task, prioritize and coordinate multiple projects at once.
- Must have strong interpersonal and communication skills with good computer/project management abilities
- Proficiency in MS Office-Outlook, Excel, Word

Benefits:

Health, dental, vision and life insurance

Flexible spending account

401(k) plan

Paid sick and vacation time