

## UW HEALTH JOB DESCRIPTION

### Epic Security Analyst

|                                                   |                            |                                  |                         |
|---------------------------------------------------|----------------------------|----------------------------------|-------------------------|
| <b>Job Code:</b> 340028                           | <b>FLSA Status:</b> Exempt | <b>Mgt. Approval:</b> P. Verhage | <b>Date:</b> March 2022 |
| <b>Department:</b> 1007422 IS - Risk & Compliance |                            | <b>HR Approval:</b> N. Lazaro    | <b>Date:</b> March 2022 |

### JOB SUMMARY

The UW Health Epic Security Analyst is the guardian of all staff identity and access to the electronic health record (EHR) with responsibility for safeguarding critical and confidential information belonging to UW Health or for which UW Health is the custodian.

The Epic Security Analyst is responsible for Epic user records (EMP users, templates, and subtemplates), provider records (SER), security classes (ECL), and provider/patient groups (PGP) administration. This includes the life cycle management of the records (creation, modification, inactivation) and auditing as appropriate. The Epic Security Analyst participates in the development of workflows, system configuration, change documentation, optimization and support related to Epic security and Schedulable Epic Resources, while working with application teams to deploy functionality changes, new modules or departments, update security classes, modify provider records, conduct user analysis, and implement security enhancements.

The Epic Security Analyst provides guidance on optimizing security build based on appropriate minimum necessary standards. The Epic Security Analyst is responsible for the on-going maintenance, testing, support and optimization of Epic user security and provider management, in addition to Identity Governance and Role Based Access Controls (RBAC).

The Analyst may provide training and share knowledge with less experienced analysts, assisting in the growth of the individuals and the team. The Analyst engages in process improvement projects to improve efficiency and accuracy of work performed and other security related activities, as appropriate, to ensure the integrity, availability, and confidentiality of electronic information.

The Epic Security Analyst functions independently using established protocols, maintains team-level and organization-level responsibilities and leads small to medium scale projects. The Analyst collaborates with employees and leaders across UW Health, the UW School of Medicine and Public Health, and our partners and affiliates.

### MAJOR RESPONSIBILITIES

- Perform user account life cycle management, which includes creating, provisioning, updating, and inactivating.
- Plan, test, manage, and update security for the protection of and access to UW Health 's electronic health record.
- Act as the subject matter expert for Epic User Security and Schedulable Epic Resources.
- Assist with application Updates and Special Updates, evaluation of new technology, settings, and functionality.
- Troubleshoot security and workflow issues independently or in collaboration with other Information Systems teams and/or stakeholders.
- Assist with the development, implementation, and support of Role Based Access Controls (RBAC).
- Ensure all evidence of authorization is documented and archived according to internal standards.
- Enforce organizational policies and procedures to ensure only authorized personnel have access to information in compliance with the Minimum Necessary Rules.
- Identify and recommend process improvements to improve efficiency and accuracy.
- Participate in ongoing auditing and risk assessments and implementation of audit recommendations.
- Ensure dormant accounts/records are disabled; eliminate access for those who no longer need applicable information.
- Responsible for the facilitation of security planning, build, and support of Epic implementations by actively participating in project teams meetings and planning.
- Provide guidance as it relates to UW Health security best practices.
- Develop system access and security implementation plans derived from operational customer needs and requests.
- Develop and maintain detailed documentation on system configurations and technical settings for internal team use, end user support, and other IS teams as needed.
- Generate Reporting Workbench and ad-hoc reports to perform in-depth analysis and data collection for issues associated with Epic software.
- Assist in the enrollment of Haiku, Canto, and Electronic Prescribing of Controlled Substances (EPCS).
- Manage the Epic browser URL and activity allow list.
- Complete daily standard work, reporting, and communication as needed to maintain operations.

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- Staff a 24x7 on-call rotation 365 days a year to ensure ongoing operations and security for a facility that operates continuously to provide the best possible care to the patients we serve.

**ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.**

### JOB REQUIREMENTS

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| Education                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Minimum   | Associate Degree in Healthcare, Information Technology, Business, or related field (2 years of relevant experience may be considered in lieu of degree in addition to experience below)                                                                                                                              |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Preferred | Bachelor's degree in Healthcare, Information Technology, Business, or related field                                                                                                                                                                                                                                  |
| Work Experience                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Minimum   | <ul style="list-style-type: none"> <li>• Demonstrated success using Epic, other electronic health record management.</li> <li>• Demonstrated proficiency using analytical tools and skills.</li> <li>• Demonstrated success with the development of workflows and documentation related to Epic Security.</li> </ul> |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Preferred | 3 years relevant work experience and Software experience: Epic or other electronic health record management.                                                                                                                                                                                                         |
| Licenses & Certifications                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Minimum   | None                                                                                                                                                                                                                                                                                                                 |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Preferred | Epic Certification in Security, Provider Badge, or other application modules including but not limited to EpicCare, EpicLink, Prelude, or Cadence                                                                                                                                                                    |
| <div>Required Skills, Knowledge, and Abilities</div> <div> <p><b>Intermediate competency in the following areas:</b></p> <ul style="list-style-type: none"> <li>• Communication</li> <li>• Effective team member</li> <li>• Critical thinking</li> <li>• Mentoring and teaching</li> <li>• Identity Management</li> <li>• Application Security</li> </ul> <p><b>Emerging competency in the following areas:</b></p> <ul style="list-style-type: none"> <li>• Leadership includes leads with integrity, maintains strategic orientation, demonstrates business &amp; financial acumen, champions innovation, manages execution, leads &amp; develops people</li> <li>• Leading highly empowered, self-directed teams including cross-functional teams</li> <li>• Technical leadership of applicable products or platforms</li> <li>• Applying lean management tools</li> <li>• Applying agile methodologies</li> </ul> <p><b>Other Knowledge, Skills and Abilities</b></p> <ul style="list-style-type: none"> <li>• Ability to analyze data and information with a detailed understanding of regulatory requirements that impact the healthcare industry, as well as security frameworks and methodologies.</li> <li>• Meticulous attention to detail</li> <li>• Good problem-solving skills</li> <li>• Ability to work comfortably under pressure and deliver on tight deadlines</li> <li>• Ability to maintain the highest standards of confidentiality, integrity, and personal accountability when working with sensitive and restricted data, including protected health information (PHI)</li> <li>• Knowledge of Epic User Security, Schedulable Epic Resource settings, and other Epic functionality as needed</li> <li>• Ability to practice a high level of integrity and honesty in maintaining confidentiality.</li> </ul> </div> |           |                                                                                                                                                                                                                                                                                                                      |

### PHYSICAL REQUIREMENTS

**Indicate the appropriate physical requirements of this job in the course of a shift.** *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

| Physical Demand Level | Occasional<br>Up to 33% of the time | Frequent<br>34%-66% of the time | Constant<br>67%-100% of the time |
|-----------------------|-------------------------------------|---------------------------------|----------------------------------|
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## UW HEALTH JOB DESCRIPTION

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|--------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|---------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|
| <b>X</b>                                                                       | <b>Sedentary:</b> Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as dockets, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally, and other sedentary criteria are met. | <b>Up to 10#</b> | <b>Negligible</b>                                                                                             | <b>Negligible</b>                                                     |
|                                                                                | <b>Light:</b> Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.                                                                                                                                            | <b>Up to 20#</b> | <b>Up to 10#</b> or requires significant walking or standing, or requires pushing/pulling of arm/leg controls | <b>Negligible</b> or constant push/pull of items of negligible weight |
|                                                                                | <b>Medium:</b> Ability to lift up to 50 pounds maximum with frequent lifting/and or carrying objects weighing up to 25 pounds.                                                                                                                                                                                                                                                                                                     | <b>20-50#</b>    | <b>10-25#</b>                                                                                                 | <b>Negligible-10#</b>                                                 |
|                                                                                | <b>Heavy:</b> Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.                                                                                                                                                                                                                                                                                                     | <b>50-100#</b>   | <b>25-50#</b>                                                                                                 | <b>10-20#</b>                                                         |
|                                                                                | <b>Very Heavy:</b> Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.                                                                                                                                                                                                                                                                                                          | <b>Over 100#</b> | <b>Over 50#</b>                                                                                               | <b>Over 20#</b>                                                       |
| List any other physical requirements or bona fide occupational qualifications: |                                                                                                                                                                                                                                                                                                                                                                                                                                    |                  |                                                                                                               |                                                                       |

**Work/Environmental:** Moderate noise level consistent with an office environment