

EPIC Security Associate Analyst

Job Code: 340027	FLSA Status: Exempt	Mgt. Approval: P. Verhage	Date: March 2022
Department: 1007422 IS - Risk & Compliance		HR Approval: N. Lazaro	Date: March 2022

JOB SUMMARY

The UW Health Epic Security Associate 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 Associate 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 Associate Epic Security Analyst performs under established 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 under the direction and support of a more senior member of the team.

The Epic Security Associate Analyst provides guidance on optimizing security build based on appropriate minimum necessary standards under the direction and support of a more senior member of the team. The Associate Analyst will be responsible for the on-going maintenance, testing, support and optimization of Epic user security and provider management with guidance and support.

The Epic Security Associate Analyst may function independently or under the guidance of more experienced Analysts using established protocols and maintains team-level responsibilities, and 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.
- Assist with planning, testing, and updates to security for the protection of and access to UW Health's electronic health record.
- Assist with application Updates, Special Updates, and go lives under direction of a more senior team member.
- Troubleshoot security and workflow issues independently or in collaboration with other Information Systems teams and/or stakeholders.
- Ensure all evidence of authorization is documented and archived according to internal standards.
- Provide user support for security related issues, while adhering to internal service 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.
- Assist in 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, with the support of a more senior team member.
- Assist in the development of 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, with a more senior member validation for publishing.
- Complete daily standard work, reporting, and communication as needed to maintain operations.
- Assist in the enrollment of Haiku, Canto, and Electronic Prescribing of Controlled Substances (EPCS)
- 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

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	None
	Preferred	1 year relevant work experience and software experience: Epic or other electronic health record management, or Identity and Access management

Licenses & Certifications	Minimum	
	Preferred	Epic Certification in Security, Provider Badge, or other application modules including but not limited to EpicCare, EpicLink, Prelude, or Cadence
Required Skills, Knowledge, and Abilities	Emerging competency in the following areas: • Communication • Effective team member • Critical thinking • Applying lean management tools • Applying agile methodologies • Mentoring and teaching Other Knowledge, Skills and Abilities • Ability to analyze data and information with an awareness of regulatory requirements that impact the healthcare industry, as well as security frameworks and methodologies. • Attention to detail • Basic problem-solving skills • Ability to work comfortably under pressure and deliver on tight deadlines • Ability to maintain the highest standards of confidentiality, integrity, and personal accountability when working with sensitive and restricted data, including protected health information (PHI) • Ability to practice a high level of integrity and honesty in maintaining confidentiality.	

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 Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
X	Sedentary: 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.	Up to 10#	Negligible	Negligible
	Light: 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.	Up to 20#	Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	Negligible or constant push/pull of items of negligible weight
	Medium: Ability to lift up to 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.	20-50#	10-25#	Negligible-10#
	Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	50-100#	25-50#	10-20#

	Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#	Over 20#
List any other physical requirements or bona fide occupational qualifications:				

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