



Business Analyst Intern

Location:	South Bend, IN	FLSA Status:	1099 Contract
Department:	Professional Services	Education Level:	Some college credit
Reports To:	Manager of ETL & Data Services	Revision Date:	January 22, 2017

Company Description:

Harmony Healthcare IT provides technology solutions for healthcare organizations by safeguarding protected clinical information, increasing productivity and maximizing cash flow. We specialize solely in healthcare technology – driving accessibility, security, efficiency and quality for our customers who rely on accurate clinical data to provide care for their patients. We are best known for our excellence in data extraction, migration and retention of healthcare records ensuring system reliability and data integrity 24/7. We are growing and seek to add key members to our team to help continue our mission of helping the healthcare system work better for everyone.

Position Summary:

As healthcare organizations implement electronic health records (EHR), they have an opportunity to decommission legacy systems that the new software replaced. This allows for the HIPAA-compliant, long-term storage of protected health information (PHI). We provide solutions for acute and ambulatory healthcare organizations to archive legacy systems. The **Business Analyst Intern** assists in the process of archiving these legacy systems.

Primary Responsibilities:

- Conducts customer interviews to define and document current legacy system usage.
- Collaborates with team leads to create HDA application specification based on the recorded customer sessions.
- Performs validation of HDA application and documentation of system findings.
- Assists with customer training on the use of the application.
- Assists customers via phone and computer screens to validate and learn HDA application.
- Customer hand-off and walk-through of delivered HDA system as well as customer follow up and confirmation of successful system usage.

Required Qualifications:

- Currently enrolled in a undergraduate program and experience with coursework in data systems.
- Strong problem solving and analysis skills
- Excellent communication and organizational skills, both verbal and written
- Ability to effectively prioritize and handle multiple tasks and projects
- Excellent Word and Excel skills
- Familiarity with healthcare databases (preferred)

Attributes We Want You to Have:

- A roll-up-your-sleeves and get-it-done work ethic that doesn't quit
- Attention to detail, and high level of accuracy
- Strong interpersonal skills for effective communications with internal team members