



<b>TITLE</b>	Intern (contractor)
<b>ORGANIZATION</b>	Texas Health Services Authority
<b>LOCATION</b>	Austin, Texas or Remote
<b>FLSA EXEMPTION</b>	Exempt
<b>REPORTS TO</b>	CEO

#### **I. ORGANIZATION BACKGROUND**

The Texas Health Services Authority (THSA) is a public-private partnership created to promote and coordinate the development of electronic health information exchange (HIE) in Texas. THSA is responsible for multiple HIE programs, including public health reporting, the Emergency Department Encounter Notification (EDEN) system, as well as the Patient Unified Lookup System for Emergencies (PULSE). All of these HIE programs work together to form THSA's statewide HIE platform known as HIETexas. THSA is also responsible for its statewide privacy and security certification program known as SECURETexas.

#### **II. PURPOSE OF THE POSITION**

The Intern shall serve on an at-will basis at the pleasure of THSA's CEO. The primary goal of this role will be to support the cybersecurity and technical needs for each of the above-described HIE programs.

#### **III. QUALIFICATIONS**

- Demonstrates specialized technical knowledge of health information exchange systems, including the needs of hospital systems, local HIEs, and state data sources regarding data sharing. Candidates with work experience and/or educational background in this area are preferred.
- Demonstrates ability to work well in a team environment.
- Demonstrates ability to provide technical support for the cybersecurity and technical needs in each of the above-described HIE programs.
- Demonstrates ability to effectively use basic Microsoft Office programs, including Word, Excel, and PowerPoint. A minimum qualifications exam may be required.
- Demonstrates ability to conduct work as assigned, and develop additional work to meet the needs of the THSA as outlined in this job description.
- Skilled in effective oral and written communications.

#### **IV. KEY RESPONSIBILITIES AND FUNCTIONS**

The Intern will have a broad set of responsibilities, including:

- User acceptance testing for the Patient Unified Lookup System for Emergencies (PULSE);

- Standards development under the Situational Awareness for Novel Epidemic Response (SANER) Project; and
- Other tasks as required.

The above statements describe the general nature and level of work being performed. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the position. Contractors holding this position may be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.