BULLETIN 2014-12 April 29, 2014

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| U.S. Department of Labor  Employment and Training Administration, Office of  Apprenticeship (OA)  Washington, D.C. 20210 | Distribution:  A-541 Hdqtrs  A-544 All Field Tech  RA_logo_RedBlue_RGBA-547 SD+RD+SAA+; Lab.Com | Subject: New Apprenticeable Occupation: Health Information Technology (IT) Specialist  Code: 200.1 |
| Symbols: DSNIP/SHS | Action: Immediate |
| **PURPOSE:** To inform the staff of OA and the State Apprenticeship Agencies (SAA), Registered Apprenticeship program sponsors, and other Registered Apprenticeship partners of a new apprenticeable occupation:    Health IT Specialist  O\*NET-SOC Code: 15-1151.00  RAPIDS Code: 2024HY  Training Term: 2,000 hours  Type of Training: Hybrid  **BACKGROUND:** A consortium consisting of representatives from federal agencies, industry and community colleges submitted the following occupation: Health IT Specialist for apprenticeability determination. This group consisted of the following individuals: Ms. Chitra Mohla, Director, Workforce Program Office of Provider Adoption Support, U.S. Department of Health and Human Services; Mr. Wesley B. Gipe, Chief Executive Officer, Agil IT; Mr. Douglas M. Ventura, Executive Vice President, Agil IT; Ms. Norma Morganti, Executive Director, Health Information Technology, Cuyahoga Community College and Ms. Patricia Dombrowski, Director, Life Science Informatics Center, Bellevue College.  Under the supervision of a senior practice optimization consultant, Health IT Specialists will perform the following essential tasks and functions: conduct data collection, entry and analysis using standardized processes and toolsets; create practice profiles, including demographics, operational data and key performance indicator gap reports; participate in and documentation of on-site practice process, workflow and operational reviews; generate draft findings presentations for senior consultant review; coordinate remedial training and implementation of recommendations and assist practice with implementation of dashboard tools; collect performance monitoring data and perform data entry into monitoring toolsets; draft quarterly reports and perform preliminary analysis; participate in and conduct documentation of quarterly reports to practice.  Health IT Specialist will be added to the list of occupations recognized as apprenticeable by OA when the list is reissued. A suggested Work Process Schedule and Related Instruction Outline are attached.  If you have any questions, please, contact Stephen Sage, Apprenticeship and Training Representative at 202-693-3321.  **ACTION:** OA staff should familiarize themselves with this bulletin and the attached Work Process Schedule and Related Instruction Outline, as a source for developing apprenticeship standards and/or providing technical assistance.  **NOTE:** This bulletin is being sent via electronic mail.  Attachments | | |