PrimeWest Health
Information Systems & Technology
Mission

Contribute to company innovation and growth through the successful implementation, training, management, and support of information technology services and security controls
Department Roles

- Networking & Telecommunications
- Systems Administration
- Help Desk
- Security
- Corporate Training

Information Systems & Technology
Systems Administration

- Research and implement new infrastructure
- Maintain and upgrade existing servers, systems, and applications
- Manage email, secure email, and backups
Network and Telecommunications

- Maintain phone and fax system
- Maintain network and remote connections for internal staff and county partners
- Support phone and data circuits (Internet)
Information Security Coordination

- Perform annual risk assessment
- Complete monthly walkthrough security assessment for the National Committee for Quality Assurance (NCQA)
- Manage anti-virus/anti-malware software
- Update file/folder permissions as needed
- Manage user accounts
- Assist with Help Desk as needed
- Maintain intranet sites
Corporate Training

- Coordinate all Compliance training courses to meet Minnesota Department of Human Services (DHS) and Centers for Medicare & Medicaid Services (CMS) requirements
- Perform new employee orientation
- Provide additional training and projects as needed