**Summary:** In order to efficiently and effectively enhance the purpose of [CHC]’s mission and values, the Report Writer provides IT support and develops organizational quality reporting by maximizing the use of data available for [CHC]’s organizational goals.

**Responsibilities:**

* Designs, develops, analyzes test, modifies, implements, documents and maintains complex reports from the EHR by utilizing Crystal Reports, SQL Commands, Views, Stored Procedures and MS Access.
* Provides basic and user training and support related to clinical quality reports and data.
* Produces ad-hoc queries/reports to meet [CHC] initiatives.
* Identifies and researches data issues and works with teams to correct or improve issues.
* Utilizes patient health data from the electronic health records system (EHR) database.
* Analyzes user problems and make suggestions for the prevention of future problems.
* Assists IT staff with maintaining and troubleshooting databases to insure integrity.
* Performs other duties as assigned at the discretion of the Director of Information Services.

**Experience, Education & Qualifications**

* Associates degree in Computer Science or equivalent training and job-related experience required. Bachelor’s degree preferred.
* Previous experience with healthcare related information systems and electronic health records (EHR) is preferred.

**Knowledge, Skills and Abilities**

* Centricity experience highly desired.
* A solid understanding of and experience with electronic health records system, Crystal Reports, MSSQL, MSSQL Tools (query analyzer and others), Structured Query Language, Access, Excel, databases, database structure and manipulating data.