**JOB PURPOSE**:

Under the general direction and supervision of the EHR Coordinator, this position

oversees the organization’s electronic health record (EHR) systems, staff trainings,

technical support and health informatics.

**JOB DIMENSIONS**:

Must demonstrate good communication skills (written and verbal), problem solving

skills, and listening skills. Must present professional attitude as well as be

organized, efficient and self-starter. Duties performed primarily at administrative

office with work week primarily limited to Monday through Friday. Position may

require working occasional evenings and weekends. Use of personal vehicle is

required for travel; therefore, a valid driver’s license, proof of auto insurance and

registration is required.

**JOB QUALIFICATIONS**:

**Education:** Certified CMA/HCA, LPN or Registered Nurse.

**Experience:** Two years of experience in use of EHR and working with clinical staff to document patient care.

**Specialized Skills & Knowledge:**

* Demonstrated ability to establish priorities and coordinate work activities
* Technically proficient computer skills and extensive knowledge of clinical systems, EHRs and primary patient health care
* Thorough knowledge of common office equipment (fax, copier, printer, etc.)
* Excellent oral and written communication skills
* Ability to organize and prioritize tasks
* Ability to work under pressure and meet deadlines
* Strong analytical, attention to detail and problem solving skills
* Knowledge of outpatient health operations
* Knowledge of policy development
* Works independently and is self-directed
* Works effectively in a team environment – member of SuperUser Committee
* Works with initiative, energy and effectiveness in a fast-paced environment
* Produces work in high quantity and quality
* Proficient in the use of MS applications: Word, Excel, Outlook