

JOB DESCRIPTION

JOB TITLE: Electronic Health Records (EHR) Specialist
REPORTS TO: I.T. Manager
DEPARTMENT: Administration
LOCATION: Rolling Hills Clinic (RHC)
705 East Street, Corning, CA 96021
STATUS: Full-time, 40 hours per week, Non-Exempt, 100% FTE

*Native Preference in hiring is given to qualified enrolled members of Paskenta Band of Nomlaki Indians and Native Americans in accordance with the **Indian Preference Act (Title 25, US Code, Section 472 and 473)**. Applicants claiming Indian Preference must submit verification of Indian certified by tribe of affiliation or other acceptable documentation of Indian heritage.*

POSITION SUMMARY

The Electronic Health Records Specialist primary responsibilities will be implementation, software configurations, workflow development, clinical reporting development, deployment and support of the software for our Team Members. The Electronic Health Record Specialist will interact directly with physicians and physicians' office staff to configure, test, train, implement and support the use of the EHR software. This position also includes chart scanning, chart abstraction and documenting work flow.

ESSENTIAL JOB FUNCTIONS

1. Assist with coordinating clinical/administrative request for EHR system modification and enhancements. Act as a liaison between the end user and information technology, practice services, staff and physicians to optimize tools and workflows in the EHR application. Conduct periodic observations of end users in their environment to identify areas for improvement and suggestions for workflow redesign.
2. Develop and continuously update training materials for various training needs (new user orientation, refresher training for end users, helpful hints, and frequent asked questions).
3. Conduct both group and individual training sessions with end users as needed. Travel to all related outpatient centers to support EHR onsite training and trouble shooting.
4. Under limited supervision, supports all phases in the EHR implementation.
5. Conduct "root cause" analyses and periodic systems audits with summaries. Create spreadsheets and develop reports detailing operational effectiveness.
6. Serve as a primary resource and EHR super- user to IT Help desk in ticket resolution.
7. Attend and participate in department/unit-based staff meetings.
8. Assist with physician productivity measurements and reports.
9. Consistently follow related administrative and clinical policies and procedures.
10. Review and comply with the employee handbook policies and procedures, local, state and federal laws and regulations.
11. Employee Safety: Safely performs all duties; follows required protective protocols to ensure personal safety as well the safety of others.
12. Must maintain compliance with ergonomic safety standards; be mindful of posture and regularly practice ergonomic stretches.
13. Safety: Responsible for ensuring that all duties, responsibilities and operations are performed with the utmost regard for the safety and health of all personnel involved, including themselves.

14. Safety: Take appropriate corrective actions to address matters pertaining to employee health and safety that have been brought to their attention.
15. Other duties as assigned by Supervisor.

MINIMUM QUALIFICATIONS

1. A High School Diploma or equivalent.
2. A Bachelor's degree or equivalent experience required.
3. At least 4 years of experience with electronic health records within eClinicalWorks medical software and healthcare related project management experience.
4. Solid understanding of clinical workflow, medical terminology, HIPAA and security regulations, Medicare/MediCal, CMS, and medical billing required.
5. Must have a valid California driver's license and proof of personal liability automobile insurance as required by California state law.
6. Proficient with PCs and Microsoft Office applications.

PREFERRED QUALIFICATIONS

1. Open Dental (Dental Software).
2. Meaningful Use.

LOAN REPAYMENT PROGRAM

Rolling Hills Clinic is a National Health Service Corp (NHSC) approved site where primary care physicians who are eligible for loan repayment funding can fulfill their service obligation. Rolling Hills Clinic is an Indian Health Program site for Indian Health Services (IHS) Loan Repayment Program.

NOTE TO APPLICANTS: Please be advised a post job offer, pre-employment Drug Testing, Physical and TB test are required as a condition of employment. Additionally, you may be asked to get a Department of Justice Fingerprinting clearance as a contingency for an offer of employment. Criminal clearances are obtained to protect the welfare and safety of clients receiving services at Rolling Hills Clinic.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand, walk, sit, use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stoop. The employee must occasionally lift and/or move up to 25 pounds. Position may require exertion up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently or constantly lift, carry, push, pull or otherwise move objects. Specific vision abilities required by this job include close vision, distance vision, color vision peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT:

Work is performed in a health clinic setting. The noise level in the work environment is usually low to moderate. Will work with blood-borne pathogens and will require OSHA training. This job routinely uses standard office equipment such as computers, telephones, photocopiers, and fax machines. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employment with Rolling Hills Clinic is voluntarily entered into. All RHC personnel are employed on an at-will basis. At-will employment may be terminated with or without cause, and with or without notice at any time by the employee or by RHC. No manager, supervisor, or employee of the organization has any authority to enter into an agreement for employment for any specified period of time or to make an agreement for

employment other than at-will terms. The job description does not constitute an employment agreement between Rolling Hills Clinic and employee and is subject to change by the Paskenta Band of Nomlaki Indians.