

## JOB VACANCY ANNOUNCEMENT

Opening Date: March 16, 2021

Position: **Clinical Applications Coordinator (CAC) for EHR**

Salary/Wage: Grade 17; \$42.59 - \$47.02/HR DOE

Hours: Monday – Friday; 8:00 a.m. – 5:00 p.m.

Closing Date: Until Filled

Reports to: IS Administrator

Department: Information Services

Location: ASNA

### **Brief Summary:**

Act as a specialist/integrator in support of the daily interface between clinicians/medical staff and the electronic health record (EHR). This position helps build custom reports, manages system updates, and provides support to system users.

### **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education & Experience**

- Associates Degree or equivalent in a health discipline.
- One or more years' experience in patient care (clinical, nursing, pharmacy and allied health).
- Two years' experience working with a computerized clinical system preferred.
- Experience working with the Indian Health Service Office of Information Technology (OIT) strongly preferred.
- Knowledge of RPMS and HL-7 interface strongly preferred.

### **Essential Job Functions:**

- Serve as a liaison between Department Managers and Information Services regarding clinical information at the service unit.
- Serve as a resource to identify and resolve clinical applications issues affecting clinical departments.
- Respond to requests for studies, surveys, and questionnaires.
- Responsible for participating in multi-disciplinary committees and workgroups to facilitate implementations of programs.
- Assist the hospital achieve Meaningful Use requirements by cooperatively working with the various responsible department heads. This position also assists with administration of the Patient Portal.
- Provide technical advice and guidance on quality assurance plans and requirements for the electronic health record system.
- Analyze and evaluate processes related to information flow and serve as liaison between service lines concerning these processes.
- Cooperatively develop and/or improve the orientation program on the electronic health record system for staff.
- Provide training to clinical staff on current software applications and new features, and insure training is scheduled for new users.
- Establish effective interpersonal relationships with all levels of ASNA/SSMH staff and promote an atmosphere that encourages enthusiasm and user participation in clinical computing.
- Create a positive environment for reporting application and/or system deficiencies and suggestions for system improvements and enhanced functionality.
- Participate in ongoing self-study and other learning opportunities to improve job skills and knowledge.

### **Certification/Licensure**

- Alaska license for health discipline or National Certification for health or information services discipline.

Contact: Human Resources Department, Arctic Slope Native Association, Ltd.

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*This vacancy announcement has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.*

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