

FAITH COMMUNITY HEALTH SYSTEM
Jacksboro, Texas
Electronic Health Records Application Specialist
JOB DESCRIPTION
January 2024

REPORTS TO: Chief Informational Officer

SUPERVISES: None

FLSA CLASSIFICATION: Non-exempt

SUMMARY:

Under the supervision of the CIO, The Electronic Health Records (EHR) Application Specialist is actively engaged in end user interaction, workflow analysis, design, build, training, on-site support, and assistance to implement and maintain the Athena Health EHR and practice management solution. The ideal candidate is professional and organized with excellent interpersonal skills and the ability to transform complex information into simple formats.

QUALIFICATIONS

- 5 years of work experience in end-user training and/or implementation training support
- A minimum of 2 years of experience in providing end-user application training or training support to adult learners
- At least 2 years of experience Athena Health or other EHR systems
- At least 2 years of experience with ambulatory clinic workflows and processes
- Attention to detail and organization.

PROFESSIONAL REQUIREMENTS

- Adhere to dress code, appearance is neat and clean.
- Complete annual education requirements.
- Maintain patient confidentiality at all times.
- Report to work on time and as scheduled.
- Wear identification while on duty.
- Maintain regulatory requirements, including all state, federal and local regulations.
- Represent the organization in a positive and professional manner at all times.
- Comply with all organizational policies and standards regarding ethical business practices.
- Communicate the mission, ethics and goals of the organization.
- Participate in performance improvement and continuous quality improvement activities.
- Attend regular staff meetings and in-services.

KNOWLEDGE, SKILLS and ABILITIES

- Excellent written, verbal and listening communication abilities.
- Willingness to establish effective working relationships with internal and external customers.
- Ability to manage conflict, stress and multiple simultaneous work demands in an effective, professional manner.
- Ability to work independently, while collaborating with other team members.
- Ability and willingness to self-motivate, prioritize, and be willing to change processes to improve effectiveness and efficiencies. Adapts to changing patient or organizational priorities.
- Ability to make independent decisions in accordance with established policies and procedures. Decisions and problem solving require a combination of analysis, evaluation, and interpretive thinking.
- Computer literacy, including but not limited to, data entry, retrieval, and report generation.
- Must not have any restrictions for physical work for which reasonable accommodation cannot be made.

QUALIFICATIONS

- High school diploma or equivalent

PHYSICAL REQUIREMENTS

- Constant standing or walking.
- Extensive amount of bending, reaching, lifting, twisting, pulling, pushing, and carrying.
- Manual and finger dexterity.
- Hand and eye coordination.
- Lifting and carrying items weighing up to 50 pounds.
- Corrected vision and hearing to within normal range.

Employee

Department Head/Administrator

Date

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities.