



CLINICAL APPLICATIONS COORDINATOR

COWLITZ INDIAN TRIBE DEPARTMENT OF HUMAN RESOURCES JOB ANNOUNCEMENT

POSITION DESCRIPTION

Title: Clinical Applications Coordinator

Schedule: Monday through Friday

Location: Longview, WA

Opening Date: November 4, 2016

Classification: Full time

Hours: 8 am to 5 pm

Salary Range: \$71,000.00 to \$91,000.00 per year

Closing Date: November 18, 2016

Position Summary: This position serves as a specialist/integrator in the implementation and ongoing support of multi-service clinical software applications used for the clinic electronic health record. The position supports the daily interface between clinicians/medical staff and the electronic health record. The duties involve serving as the coordinator for deploying new portions of the electronic health record in specified clinical locations, consulting with the clinical departments their staff in customizing software and training individuals in the daily operations of the electronic health record.

Essential Functions:

- Implementation and support of multi-service software packages that automate the capture of clinical encounter information and its subsequent retrieval.
- Provides training to all HHS service areas on current software applications, new features and insures training is scheduled for new users. Responsible for orientation.
- Organizes and provides training in standardized reports and in the creation of custom templates for ad hoc reporting utilities. Acts as a resource in the best practices to view, review, extract the automated data.
- Works with various HHS departments and their staff in the refining and evaluation of existing health-related software modules and programs.
- Establishes effective interpersonal relationships with all levels of the service unit personnel.
- Analyzes and evaluates processes related to information flow.
- Coordinates with Information Technology staff and other application coordinators to implement integrated packages resolve conflicts; provide secondary support on related software modules.

Competencies:

- Technical Competency involving Electronic Health Record systems.
- Planning and Evaluation of software implementation
- Problem Solving
- Template Creation
- RPMS/EHR
- Vista Imaging
- Communication

Minimum Job Qualifications:

- Degree: major study in an academic field related to the health sciences or allied health sciences or allied sciences appropriate to the work of the position.
- Experience performing specialist/integrator duties for implementation, training, and ongoing support for multi-service clinical software applications used in the healthcare industry; working with application coordinators to implement a comprehensive, standardized, integrated health care information system to support clinical software packages; customizing site parameters and addressing integration issues; training end-users on current software applications.

Must submit and pass drug screening and criminal background check

The Cowlitz Indian Tribe is an Equal Opportunity Employer, and a Drug & Alcohol-Free workplace.

Except as provided by Title 25 CFR, Section 472 which allows for Indian preference in hiring, the Cowlitz Indian Tribe does not discriminate on the basis of race, color, creed, age, sex, national origin, physical handicap, marital status, politics, or membership or non-membership in an employee organization.

Please mail resume and cover letter to:

Human Resources Department
Cowlitz Indian Tribe
P.O. Box 2547
Longview, WA 98632