

 <p style="text-align: center;">Job Description for Clinical Application Coordinator</p>	Department: Information Technology
	Last Updated: 3/1/2024

Reports To

Information Technology Director

Interrelationships: S.P.H.C. Clinical Application Coordinators

I.T. Staff

All Personnel who have access to E.H.R. systems

Job Summary

The incumbent serves as a specialist/integrator in the implementation and ongoing support of multi-service clinical software applications used in the Tribal Health Systems and departments.

Duties

1. Serve as the Coordinator for Electronic Health Record package and all associated modules and software systems. Consult with the service lines and their staff in customizing software and training individuals in the daily operation of the packages as well as how the packages integrate with each other. Incumbent also works with the other application coordinators with responsibility for a broad range of activities surrounding the implementation of a comprehensive, standardized integrated health care information system.
2. Analyzes and evaluates processes related to information flow. Serves as liaison between service lines concerning these processes. Acquires a comprehensive knowledge of the software involved to determine procedural issues versus system/application deficiencies. Assists staff in the efficient use of the current software.
3. Promotes an atmosphere that encourages enthusiasm and user participation in clinical computing while stressing the importance of data validity and data security. Creates a positive environment for reporting application and/or system deficiencies and suggestions for system improvements and enhanced functionality.
4. Coordinates efforts to correct deficiencies and errors that occur in the electronic record. Ability to operate and communicate effectively while under pressure is essential.
5. May require varied and long hours to meet project deadlines and to devise corrective actions to unexpected issues.
6. Provides leadership in developing and maintaining reminder reports that target clinical performance criteria, including the efficiency and productivity processes, participate in medical center and compliance to established clinical practice guidelines.

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7. Performs analytical and evaluative work associate with clinical reminder activities and is innovative and self-directed in assessing and implementing complex information technology applications for optimizing patient care and enhanced management of resources.
8. Ability to analyze, interpret laws, regulations and standards; assess the impact of legal/regulatory changes on medical center programs and resources; and initiate necessary action to implement changes.
9. Knowledge and ability to apply management tools/techniques and analytical/evaluative methods; i.e., cost benefit analysis, needs assessments, flowcharts, feasibility studies, information systems and computer applications; to healthcare operations.
10. Comprehensive knowledge of the major issues, program goals and objectives, work processes, and clinical and administrative operations of Blackfeet Tribal Health's E.H.R.

Qualifications

High School Diploma or G.E.D.

Minimum of one year experience in working with any Electronic Health Record Product.

Lifting Requirements

Medium – generally lifting not more than 50 lbs. maximum with frequent lifting and/or carrying of objects weighing up to 25 lbs.

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