

TITLE: Health Services EHR Systems

CLASSIFICATION: Classified

SALARY GRADE: C10

SCOPE OF POSITION:

Under general supervision, coordinates and supports the development, maintenance, and operation of the Student Health Services (SHS) Electronic Health Records (EHR) system; develops overall functionality, security, and performance of the SHS EHR system; supports the providers and patients with the delivery of telehealth services.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Coordinates the operations of the EHR system following the principles of Meaningful Use to promote student success, including improving quality, safety, efficiency, and reducing health disparities.
2. Provides intake and direction services for students seeking mental health support and general medical services. Maintains privacy and security of patient health information.
3. Coordinates system upgrades, including researching changes, testing, scheduling, and communication.
4. Oversees standardized user permissions and preferences; establishes user accounts for faculty, staff, and student employees; investigates and resolves user questions and issues, and audits user access and security.
5. On-boards and trains new and current employees; develops supporting documentation; provides technical support to end-users;
6. Develops and coordinates projects to implement new functionality and content standards; designs forms and procedures to ensure consistent data entry.
7. Collaborates with district and vendors in the development and maintenance of SHS EHR.
8. Creates, updates, and maintains technical documentation.
9. Optimizes interface and data collection for billing, inventory, quality improvement, and student information systems.
10. Oversees inventory and ordering of medications, medical equipment, and medical supplies.
11. Coordinates maintenance of medical equipment and provides user support to providers.
12. May lead the work of student employees and short-term non-continuing (STNCs) employees.

KNOWLEDGE OF:

1. Medical Terminology.
2. Medical services and other community health resources.
3. General records management and office procedures in an ambulatory care clinic.
4. System operations and user requirements for electronic medical records in a PC environment.
5. Relevant local, state, and federal rules and regulations, programs, policies, and procedures including working knowledge of confidentiality regulations (e.g. FERPA, HIPAA, and mandated reporting.)

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ABILITY TO:

1. Analyze, troubleshoot, and improve functionality and efficiencies of an EHR system.
2. Maintain current knowledge of emerging information technology trends and developments.
3. Perform technical tasks within defined deadlines.
4. Implement new electronic records solutions.
5. Collaborate productively and cooperatively with individuals and groups both internally and externally.
6. Communicate effectively, both orally and in writing.
7. Exercise appropriate judgement in interactions with others and with work processes.
8. Interact with the public in a helpful, courteous, and professional manner.
9. Demonstrate sensitivity to, and respect for, a diverse population.

QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by the supervising administrators, in coordination with the department where the vacancy exists, if needed.)

EDUCATION:

Associate degree in computer studies, information technology, health informatics, or a related field, or the equivalent.

EXPERIENCE:

2+ years of experience in a health care setting and previous experience with electronic medical records required.

OTHER REQUIREMENTS:

- Must be able to perform physical activities such as, but not limited to, lifting heavy equipment (up to 50 lbs. unassisted), bending, standing, climbing, crawling or walking.
- Must be able to work safely in an environment requiring exposure to biological conditions that may be unhealthful or hazardous.
- This classification requires that the incumbent be fully immunized against communicable diseases and documented freedom from active tuberculosis per Center for Disease Control (CDC) standards.
- Must be able to sit for a prolonged period of time in front of a computer monitor.

SANTA ROSA JUNIOR COLLEGE COMMITMENT:

All classifications require a commitment to the District's Vision, Mission, Values, Goals and Objectives as articulated in the [Strategic Plan](#).