JOB ANNOUNCEMENT
JOB TITLE: Health Applications Coordinator
Information Technology (IT)
Lummi Tribal Health Center (LTHC)
RE-ADVERTISED

OPEN: December 3, 2018   **CLOSE**: December 14, 2018
EXEMPT: Yes   **JOB CODE**:
SALARY GRADE: DOE   **DIVISION**: Administration
SHIFT: Flex   **DEPARTMENT:** IT
LOCATION: LTHC   **SUPERVISOR**: IT Director
DURATION: Regular Full Time   **VACANCIES:** 1

JOB SUMMARY: Health Applications Coordinator is responsible for the implementation, optimization and ongoing support of electronic health record (EHR) applications. This position is responsible for workflow transformation, assessment, planning, design, re-design, validation, testing, evaluation, end-user training, implementation, support, optimization, and adoption of health applications and processes. This position will help inform health program development and monitoring through data reporting and analysis.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES include the following, and other related duties as assigned.

1. Serve as a key resource for EHR applications across health departments and provides application support to all end-users as needed
2. Work closely with providers and end-users anticipating potential impacts that changes in EHR applications will have to health provider and staff work processes
3. Analyze and evaluate processes related to information flow throughout health programs, working across departments, taking the initiative to improve health operations by optimizing processes
4. Manages the customization of the site parameters and addresses integration issues with other applications
5. Coordinate, connect, and maintain relationships with both public and private organizations to track policy and technology changes that will impact EHR use; makes recommendations to leadership regarding technology upgrades or changes
6. Create a positive environment for reporting application deficiencies and suggestions for system improvements and enhanced functionality
7. Coordinates efforts to correct deficiencies and errors that occur in the electronic record
8. Produce and maintain EHR application design, function and process flowcharts and documentation
9. Prepare EHR applications training documentation and conduct individual and group training sessions on existing, upgraded and new applications; Ensures training is scheduled for new users
10. Participates in coordination of scanning paper based health information into EHR repositories; ensures these activities follow established procedures and protocols
11. Provide direct end-user support for all EHR applications.

12. Work with both internal and external entities preparing reports for GPRA, Meaningful Use, and other health related data reporting
13. Coordinate activities with outside agencies including Indian Health Service and private vendors to ensure optimal functioning of EHR applications; constantly seeking opportunities to make improvements in application functionality
14. Work closely with system administrators to complete tasks and projects related to health technologies.
15. Prepare quarterly and annual project reports for department management

MINIMUM QUALIFICATIONS:

- High School Diploma or GED
- Bachelor's degree in Health Informatics, Health Sciences, or Business;
- **OR,** applicant may substitute RN degree with a certificate in Health Informatics or EHR management
- Plus, 2 years of work experience in Health IT in a clinical setting
- **OR,** may substitute 8 years of directly related project management experience in Health IT at a hospital or academic medical center in lieu of education
- Possess a valid Washington State Driver's license and meet eligibility requirements for tribal insurance.
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:
- Experience with RPMS/VISTA
- Experience working with AI/AN populations
- Experience with Microsoft Windows products
- Experience in database management and query
- Ability to communicate effectively with supervisors and staff
- Oral and written skills with the ability to effectively communicate complicated technical information to end users
- Ability to manage and meet deadlines without supervision.
- Knowledge of a broad range of patient care activities with an understanding of how different services and functions interact.
- Ability to work independently, as well as part of a team.
- Skilled in problem solving and managing interpersonal relationships in the workplace.
- Working knowledge and understanding of HIPAA and other laws concerning vital statistic records.
- Working knowledge of Meaningful Use and GPRA.
- Ability to maintain strict confidentiality at all times.
- Ability to work flexible hours as needed

REQUIREMENTS:
- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol Free Workplace Policy.
- This position requires regular contact with or control over Indian children and is therefore subject to successful and extensive criminal background check, CAMIS background check.
- Must participate in LIBC HIPAA training within 30 days of hire.
- Must have no convictions of moral turpitude or felony and not have been convicted during the past year of a misdemeanor.
- This position has direct access to security sensitive data, facilities

- No criminal behavior, on or off duty.
- Must maintain strict confidentiality at all times.

TO APPLY:

To obtain a Lummi Indian Business Council (LIBC) application go to: http://lnnr.lummi-nsn.gov/LummiWebsite/Website.php?PageID=376 or request by e-mail libchr@lummi-nsn.gov For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.