



10,000 years in our Traditional Homeland, Prince William Sound, the Copper River Delta, and the Gulf of Alaska

**ILANKA COMMUNITY HEALTH CENTER
EHR Application and Reporting Specialist**

Team: Administrative Team
Reports to: ICHC Operations Director
FLSA Status: Non-exempt from Overtime

Salary Range: DOE
Schedule: Part Time, Regular
Last Revised: July 2022

The EHR Application and Reporting Specialist works with the ICHC Operations Director and administrative team to support ICHC's Continuous Quality Assurance and Risk Management program through a variety of support processes.

Duties/Responsibilities:

- Provide administrative and staff support in the best use of systems, including upgrade and workflow optimization projects.
- Acts as ICHC liaison for ANTHC/ANMC regarding system upgrades and trouble tickets.
- Responsible for developing effective method of data collection and extraction as needed.
- Collects, analyzes, and reports clinical data elements required for participation in regulatory and quality initiatives and programs.
- Participates in staff and management meetings as required.
- Provides in-service training to staff as needed to ensure quality documentation and risk reduction.
- Provides support in application and report preparation including but not limited to IHS, NCQA, HRSA and governmental or insurance audits.
- Supports the mission, vision, and philosophy of ICHC as evidenced by compliance with all organizational policies and procedures.
- Supports and facilitates positive interaction with others as evidenced by professional maturity, respect for others, a team-centered approach, maintenance of confidential information and an appreciation of a variety of viewpoints and diversity in the workplace.
- Uses effective communication skills, including proper use of agency communication systems.
- Participates in appropriate professional development programs to attain and maintain role competency.
- Sets objectives and achieves goals accurately, on time and consistently.
- Participates in community-wide health care activities such as health fairs as well as NVE hosted events.
- Maintain a high level of confidentiality in accordance with HIPAA and HITECH regulations, which includes only accessing appropriate information needed to perform job duties.
- Participates in community-wide health care activities such as health fairs as well as NVE hosted events.
- Performs other related duties as assigned.

Required Skills/Abilities:

- Practical knowledge of tools and techniques of Continuous Quality Improvement, including analysis and interpretation of data using computer-based health records (Cerner) or similar data collection systems.



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- Familiarity with PCMH accreditation.
- Proficiency in Electronic Health Record applications (CERNER) with high-level expertise in extracting, analyzing, and presenting data from EHR and related applications.
- Must have the ability to work independently, setting objectives and consistently achieving goals accurately and within deadlines.
- Demonstrates a high level of confidence and proficiency in carrying out a range of services.
- Has strong analytical and problem-solving skills.
- Demonstrates effective communication skills and the ability to develop and maintain positive relations.
- Experience in the use of spreadsheets for data management and display.

Education and Experience:

- Current Alaska RN license.
- Basic Life Support (BLS) or CPR Pro certification or the ability to become certified within three (3) months of hire.
- Minimum of three (3) years clinical experience with quality improvement, risk management and healthcare systems experience preferred.

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer in office within medical primary care clinic.
- Occasionally lift 15 lbs., bend and/or crouch to complete work.
- Regularly use mental, oral, and written methods to complete work.
- Possible exposure to blood, body fluid or tissue; Use of personal protective equipment (PPE), when appropriate, is required.

Disclaimer

NVE has the right to assign or reassign duties and responsibilities to this job at any time. By signing below, I acknowledge receipt of this job description and that my supervisor has discussed it with me.

Employee Signature

Date