

 Oroville Hospital	Job Description for IT Project Coordinator	Department:	Hospital Information Systems
		Dept.#:	8480
		Last Updated:	09/03/14

Reports To

Chief Information Officer

Job Summary

The IT Project Coordinator carries through to completion specific assignments and work projects assigned by the Chief Information Officer.

Duties

- Assists in department operations by scheduling appointments, handling phone calls; screening visitors; troubleshooting issues, ordering supplies and provides assistance whenever needed.
- Schedules meetings, interviews, conferences; managing calendars; making travel and event arrangements; attends meetings as requested.
- Prepares Reports; works on assigned projects; record keeping; develops procedures and implements changes.
- Record, track, document and assist with E.H.R. related items, including all action taken, to final resolution.
- Identify and learn appropriate software and hardware used and supported by the organization.
- Performs other duties as assigned.

Qualifications

- High School Diploma or equivalent
- Bachelor's Degree in Computer Science, Business Administration, Health Care Management, or related field preferred
- Minimum of two (2) years of progressive work experience with Electronic Health Record system, Vista preferred
- Healthcare experience preferred
- Effective communication skills, both verbal and written
- Possess and maintains proficiency in computer software skills to include Word, Outlook, Excel, Access, PowerPoint and ability to learn other software as needed

- Effective problem-solving skills
- Ability to absorb and retain information quickly
- Highly self- motivated and directed
- Good attention to detail
- Ability to effectively prioritize and execute tasks in a high pressure environment
- Excellent Organization skills
- Excellent customer service skills
- Ability to maintain confidentiality

Lifting Requirements

Sedentary – generally lifting not more than 20 lbs. maximum and occasionally lifting and/or carrying such articles as laptops, files and small items.