

 Oroville Hospital Job Description for Clinical Application Coordinator	Department:	Health Information Management
	Dept.:#: Last Updated:	8700 6/26/09

Reports To

Director Health Information Management

Job Summary

The incumbent serves as a specialist/integrator in the implementation and ongoing support of multi-service clinical software applications used in the hospital and clinic setting for Oroville Hospital.

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 what are procedural issues versus system/application deficiencies. Assists staff in the efficient use of the current software. Serves on Hospital teams, wherever and whenever management determines the skills and talents of the incumbent would be best utilized.
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.

Qualifications

1. High School Graduate with a minimum of one year experience in working with the VA's VistA Electronic Health Record Product. May be offset by experience with any Electronic Health Record.

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Lifting Requirements

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