



**POSITION:** EHR SPECIALIST  
**DEPARTMENT:** IT  
**STATUS:** Full-Time, Non-Exempt

**POSITION SUMMARY:** Under the direction of the IT Director, the EHR Specialist offers assistance to all EHR users providers for necessary patient care services within the scope of the clinic.

*Education:*

- Bachelor's degree preferred an equivalent combination of certification(s), education, and experience will be considered.
- eClinicalWorks or other similar electronic health record super-user certification, training, or designation preferred.

*Experience:*

- Two or more years using eClinicalWorks or similar electronic health records
- FQHC or Community Health Center experience
- Knowledge of front and back-office (clinical) utilization of electronic health records systems
- Experience in training users on electronic health records

*Duties and Responsibilities:*

- Create workflows and procedures to streamline eCW usage
- Maintain and manage eCW users and ensure proper permissions are assigned to staff
- Provide on-site support to new providers and clinical staff.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, sit, talk or hear. The employee is occasionally required to use hands to handle, or feel objects, keyboard or controls; and reach with hands and arms. The employee must occasionally lift and/or move up

to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Job Description Disclaimer**

This position requires compliance with Health Center's written standards, including its Standards of Conduct and policies and procedures ("Written Standards"). Such compliance will be an element considered as part of the *Medical Assistant's* regular performance evaluation.

Failure to comply with Health Center's Written Standards, which may include the failure to report any conduct or event that potentially violates legal or compliance requirements or Health Center's Written Standards, will be met by the enforcement of disciplinary action, up to and including possible termination, in accordance with Health Center's Compliance Program Policy and Procedure.

I have reviewed and understand the job functions required of me for the position in employment with T.H.E. Clinic, Inc. I understand that T.H.E. Clinic, Inc. reserves the right to modify job duties or job descriptions at any time.