

MANILAQ ASSOCIATION

08/04

Title: Clinical Applications Coordinator
Status:
Housing Priority:
Safety Sensitive:

Program:
Range:
Name Check:
Fingerprints:

POSITION SUMMARY

Serves as a specialist/integrator in the implementation and ongoing support of multi-service clinical software applications used for the hospital and clinic electronic health record. The position supports the daily interface between clinicians/medical staff and the electronic health record. The duties involve serving as the coordinator for deploying new portions of the electronic health record in specified clinical locations, consulting with the CIO, IRM staff, and clinical departments in customizing software and altering workflow processes in the daily operation of the electronic health record. Incumbent also works with other application coordinators with responsibility for a broad range of activities surrounding the implementation of a comprehensive, standardized integrated health care information system.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Is responsible for the implementation and support of multi-service software packages that automate the capture of clinical encounter information and its subsequent retrieval.
2. The application coordinator manages the customization of the site parameters and addresses integration issues with other software packages.
3. Assists in the implementation of new software products obtained by the facility that cover these functions.
4. Analyzes and evaluates processes related to information flow.
5. Serves as liaison between service lines concerning these processes.
6. Serves on MHC teams, wherever and whenever management determines the skills and talents of the incumbent would be best utilized.
7. Acquires a comprehensive knowledge of the software involved to determine what are procedural issues versus system/application deficiencies.
8. Assists staff in the efficient use of the current software.
9. Provides training to clinical staff on current software applications and new features, and insures training is scheduled for new users.
10. Emphasizes timeliness, accuracy, security and the importance of these functions on every other clinical application.
11. Coordinates classes with MHC IS training section and serves as backup for basic training classes.
12. Promotes an awareness of the importance of data validity and data security.
13. Coordinates efforts to correct deficiencies and errors that occur in the electronic record.
14. Coordinates with MHC IS staff and other application coordinators to implement integrated packages, resolve conflicts, provide secondary support on related software modules, and insure

