



HealthFirst Family Care Center, Inc. ***“Heart of the Community”*** has an exciting opportunity for a professional, self-motivated **Electronic Medical Record (EMR) Specialist** to join our fast-paced organization. **HealthFirst Family Care Center, Inc.** provides comprehensive services including medical care, dental care, obstetrics, cardiology and gastroenterology services, health education, health assessment and screenings.

The EMR Specialist reports to HealthFirst’s IT Manager. Responsibilities include, but are not limited to: providing initial and ongoing training to all users on eCW and Dentrax to ensure optimized functionality, providing support to the IT department in identifying and resolving technical issues, identifying cost-effective recommendations to senior management for IT, eCW & Dentrax systems’ upgrades and purchases.

Required Qualifications

1. BS/BA degree with emphasis on computer science or business preferred. Associate degree or certification in computer science networking required.
2. 3-5 years’ experience in a primary care clinic or other healthcare setting preferred.
3. Minimum of 3-5 years’ experience utilizing the eClinicalWorks (eCW) Program.
4. Ability to customize and configure eCW to promote clinic workflow and clinical best practice techniques.
5. Knowledge of medical and dental terminology.
6. Experience with Dentrax is a plus.
7. Ability to evaluate and analyze eCW features and functionality for problem resolution.
8. Knowledgeable of industry best practice related to patient flow and staffing roles.
9. Knowledge of Internet/Web technologies and languages, such as web browsers, Java and HTML development tools.
10. Experience with MS Windows Servers.
11. Ability to interact with Medical, Dental & IT professionals when answering user questions regarding use & functionality of the EMR & Dental systems.
12. Working closely with eclinicalworks & Dentrax vendors regarding constant follow-up for ongoing issues is a must.
13. Must submit a CORI release form and demonstrate proof of no disqualifying information.

Competencies

1. Strong analytical skills
2. Flexible and adapts to change easily
3. Process improvement and an emphasis on excellence
4. Results-oriented professional with well-developed administrative, management and time management skills.
5. Excellent interpersonal, verbal and written skills to communicate effectively with the subordinates, medical/dental providers, management staff and other staff members.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

HealthFirst Family Care Center, Inc. Mission

The mission of HEALTHFIRST FAMILY CARE CENTER, INC. is to foster, through direct services and collaboration, high quality, comprehensive primary health care which meets the needs of a diverse community, regardless of age or income, and to provide access to health care to those who would not otherwise seek it.

You can visit us at www.healthfirstfr.org

HealthFirst Family Care Center, Inc. is an Equal Opportunity Employer (EOE)