



655 Broad Street
Providence, RI 02907
p 401.274.6347
f 401.274.6562

POSITION DESCRIPTION

TITLE: Electronic Health Record Optimization and Training Coordinator
REPORTS TO: Practice Manager
SALARY: Hourly, non-exempt, full-time
DATE: April 2024

The Electronic Health Record and Training Coordinator is responsible for developing and maintaining high levels of knowledge about and abilities with the Rhode Island Free Clinic's (RIFC's) electronic health record (E.H.R.) among RIFC's diverse workforce of employees, volunteers, preceptors, students, and interns, as well as patients. The Electronic Health Record Optimization and Training Coordinator reports to the Practice Manager and supervises both employed and volunteer team members who are assigned E.H.R. responsibilities and projects.

RESPONSIBILITIES

- Understand the mission, vision, and goals of the RIFC in order to develop effective and sustainable optimization strategies and tactics for RIFC's E.H.R. and other integrated applications.
- Serve as the primary team member and applications administrator for developing and maintaining resources and routines for training all workforce and patient users on the rules, responsibilities, and workflows of the E.H.R. Coordinate the access to and permissions of all E.H.R. users.
- Serve as the primary team member for developing, deploying, and running analytical reports from the E.H.R. and coordinate the collaborations, assignments and deliverables of other workforce members, community partners, and vendors who are also producing information and analysis.
- Coordinate a process of E.H.R. governance among key stakeholders and users in order to identify and prioritize E.H.R. enhancement opportunities.
- Measure and monitor E.H.R. utilization in order to assess the productivity and satisfaction of users, and compliance with relevant standards and regulations.

QUALIFICATIONS

- A combination of education and experience that indicates expertise with E.H.R. application design, development, and management.
- Preferred academic degrees and certifications as an electronic health record professional.
- A record of progressively responsible experience with E.H.R. design, development, and management.
- Experience with community/non-profit/education partnerships.
- Proficient computer skills with Microsoft applications Word, Excel, Powerpoint, Teams, and Outlook.
- Proficient verbal and written communication skills.

ORGANIZATION

Rhode Island Free Clinic (www.riFreeClinic.org) is a nationally recognized, award-winning free clinic in Providence, Rhode Island, that provides free comprehensive primary medical, dental, vision and behavioral health care to uninsured, working poor, and low-income Rhode Island adults. It also serves as an educational training site for aspiring health care professional.

Care is provided through a dynamic statewide network of volunteer medical professionals working with academic, medical, and community partners, leveraging robust health care resources with a vitality that is unmatched in Rhode Island and remarkable in the nation. In 2022, the Clinic mobilized nearly 500 volunteers and community partners to provide over 10,000 patient visits to vulnerable, medically uninsured adults.

TO APPLY:

Please email RESUME and COVER LETTER to: info@riFreeClinic.org