

# UNION SETTLEMENT

## EMPLOYMENT ANNOUNCEMENT

**Position:** EHR Coordinator Assistant

**Department:** Mental Health Services

**Reports to:** EHR Coordinator

**Hours:** Fulltime

**Position Summary:** The E H R Coordinator's Assistant will assist in the continued coordination planning, design, and implementation of the **electronic health record** software

**Responsibilities:**

- Assist in the continued development and implementation of the Electronic Health Records system
- Insure that all client characteristics are entered completely for Meaningful Use reporting requirement
- Form building and altering, as needed
- Enter new workers into system
- Assist in troubleshooting various issues in EHR
- Complete weekly and monthly productivity, using the new reporting system
- Complete daily client insurance verification on EHR
- Assist and train mental health staff as needed
- Collaborate with BTQ and EHR Coordinator with billing of mental health services
- Additional duties as assigned EHR Coordinator / Director of Mental Health

**Qualifications:**

- High school diploma
- Familiarity with Electronic Health Records a plus
- Strong computer skills
- Demonstrated experience in maintaining software data and protocols
- Bilingual Spanish a plus
- Strong organizational skills and time management skills
- Ability to work independently and as part of a team
- Strong interpersonal skills
- Flexibility/ ability to multi-task when necessary
- Resourceful
- Problem solving skills
- Ability to work effectively with a broad range of staff and others
- Exemplary and dedicated work ethic and demonstrate professionalism at all times

**To Apply:**

Please send Cover Letter, Resume, Salary Requirements, and References to:

Jobs@unionsettlement.org. Please indicate EHR Coordinator Assistant in subject of e-mail.

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