



# USET

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## **USET Electronic Health Record Specialist**

Implementation and support of multi-service software packages that automate the capture of clinical encounter information and its subsequent retrieval. Provides training to USET region on current software applications, new features and insures training is scheduled for new users. Organizes and provides training in standardized reports and in the creation of custom templates for reporting. Acts as a resource in the best practices to view, review, extract the automated data. Works with various departments and their staff in the refining and evaluation of existing health-related software modules and programs. Establishes effective interpersonal relationships with all levels of personnel. Analyzes and evaluates processes related to information flow. Coordinates with Information Technology staff and other application coordinators to implement integrated packages resolve conflicts provide secondary support on related software modules.

## **Exempt/Non-exempt and Salary Range:**

The USET Electronic Health Record Specialist is an exempt position with a starting salary of \$71,000.00 per year.

## **Reporting Relationship:**

The USET Electronic Health Record Specialist is supervised by the Associate Director of Internal Affairs.

## **Duties and Responsibilities:**

1. Provides customer-oriented support services to end users in a professional manner.
2. Works with Tribal employees to learn new Electronic Health Record processes and programs.
3. Plans and evaluates software implementation.
4. Continually works to maintain knowledge of changing standards through ongoing education.
5. Maintains strict confidentiality of operations and records as directed.
6. Able to create, format and apply new forms necessary to meet industry standards and expectations
7. Verify that users and systems networks are properly secured.
8. Maintains the electronic health record system and coordinates system as requested.
9. Other duties as assigned by Associate Director of Internal Affairs.

## **Qualifications:**

1. Associates Degree in Business Administration or closely related field obtained from an accredited college or technical school that has equipped the applicant with the specific knowledge, skills and abilities to successfully perform the duties of the position. Documented experience in a paid related position will be considered in lieu of a degree.
2. Must possess strong leadership and organizational skills.
3. Considerable knowledge of grammar, punctuation, spelling, syntax, appropriate style and arithmetic.
4. Must possess excellent verbal and written communication and organizational skills.
5. Must be able to work in a team-based setting.
6. Must possess cultural sensitivity and ability to work within the customs and traditions of various tribal groups.
7. Ability to show initiative, be conscientious and relate effectively with co-workers and the public.
8. Ability to travel and work irregular hours, on an as needed basis.

## **Hiring Preference shall be given to American Indians/Alaska Natives**

To apply, please forward resume and cover letter to Melisa Stephens at [mstephens@usetinc.com](mailto:mstephens@usetinc.com).

