



Job Announcement

Position: Staff Supervisor EHR Coordinator
Date Posted: March 04, 2021
Filing Deadline: March 20, 2021

Applicants must apply (application available at www.dphealth.org) and submit information to:

Del Puerto Health
Care District 875 E
Street, P. O. Box
187 Patterson CA
95363
Phone (209) 892-8781
FAX (209) 892-3755
Email: HR@dphealth.org

Basic Information:

Del Puerto Health Care District has been serving the community since 1949, ensuring that all aspects of the health continuum are considered for the communities of west Stanislaus County. *The District's primary mission is to provide the highest quality health care services through Patterson Ambulance and Del Puerto Health Center, while expanding the healthcare availability to the citizens of the Del Puerto Health Care District.*

Job Summary:

The Staff Supervisor/EHR Coordinator serves as point-of-contact for the electronic medical record (EHR), (athenaNet) operations at the Health Center and will be responsible for operation of telehealth program. Develops education and delivers training for new procedures and protocols.

The EHR Coordinator will assist the Health Center Manager to integrate electronic programs into Health Center operation. This responsibility includes working collaboratively with providers, staff, and the site management team to ensure patient satisfaction, employee satisfaction, improving the health status of the patients, and maintaining a safe, culturally sensitive, and clean environment of care.

Compensation:

\$53,440 - \$68,993 Annual Exempt. Full time compensation: depending on experience.

Qualifications/Experience

- Must have demonstrated IT skills and ability to learn and understand the technical requirements of the Health Center electronic systems.
- Must have demonstrated experience with implementing new technology and/or software in a health care setting.

- Must have knowledge of medical record protocols and appropriate charting including electronic medical records usage.
- Must be able to communicate effectively with physicians and clinical staff and patients.
- Prefer to have three years' experience in a similar health care setting.

SUPERVISORY RESPONSIBILITIES:

May support Health Center Manager in other aspects of Clinic operations. Carries out responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work; disciplining employees; addressing complaints and resolving problems.

Education:

Prefer two-year degree

Language Skills:

Good verbal and written communication skills.

Bilingual in both verbal and written speech is required.

Ability to exercise tact, courtesy and diplomacy when dealing with individuals at any level.

Benefits:

Eligible employees will receive benefits which include Medical, Dental and Vision, Paid Time Off, Extended Sick Leave, Group Life Insurance, and Retirement Plan with 3% company contribution plus a 50% company match to optional employee contributions of up to 6%.

All offers of employment are contingent upon passing background, drug, and alcohol screening.

Del Puerto Health Care District is an Equal Opportunity Employer.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. (Not all prohibited bases apply to all programs). To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W. Washington, D.C. 20250-9410, or call (800) 795-3272 (voice), or (202) 720-6382 (TDD).

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