



<b>Job Title</b>	Electronic Health Records Consultant	<b>Job Code</b>	HS0717
<b>Pay Plan</b>	A&P	<b>Pay Grade</b>	19
<b>Union</b>	Non-Union	<b>FLSA Status</b>	Exempt
<b>Job Family</b>	Health Services	<b>Union Code</b>	0
		<b>Subfamily</b>	Medical Support

**Job Family & Subfamily Summary**

**Health Services Professionals** provide services related to the diagnosis and treatment of patients and medical support functions.

**Medical Support Professionals** provide various administrative and office support functions for a clinical operation.

**Job Summary**

Works closely with Health Services administrators and UCF IT to build and maintain the components of the Electronic Health Record (EHR) and related systems which impact medical and business operations. Responsible for providing a secure, effective, integrated patient care technological delivery system which improves outcomes, reduces cost, increases efficiency, and enhances patient experiences. Responsible for project management and implementation of technological services.

**Representative Duties**

**1.**

- Responsible for the day to day operations of maintaining functionality of the electronic health records and practice management system
- Responsible for coordinating with clinicians, physicians and other end users in the analysis and documentation of clinical work-flows, performs gap analysis, identifies needed process changes, and develops future work-flows during the implementation of new solutions or functionality.
- Builds and maintains documentation templates, Front-end Voice recognition macro's and templates, laboratory compendiums, pricing menus, smart templates, auto texts, and other modalities which impacts physician documentation and maximizes reimbursement.
- Creates and manages dashboards and operational reports of physician documentation usage by facility and providers
- Serves as a lead member of the Medical Informatics team, dedicated to the development of electronic documentation solutions that support clinical work-flow and align with the current best practice standards

**2.**

- Collaborate with HIM, Case Managers, clinicians, patient support services, UCF IT, and other end users to evaluate, configure, test and implement system solutions to optimize software applications
- Collaborate with UCF IT to manage data and determine any necessary components or interfaces necessary to build in order to maintaining alignment with the professional healthcare/medical standards. Manages data, monitors interfaces, and assures compliance with HIPAA-HITECH regulations necessary to maintain alignment with healthcare standards and governmental regulations

**3.**

- Serves as a resource to clinic as medical informatics expert. Communicates the proper use of medical software functionality through the development of training materials, training programs for train the trainer, super-users, one on one training and educational sessions
- Prepares training materials and provides education on new components, applications, or functionality

## Education, Experience, Skill Requirements

	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		
Licensure(s)		
<b>Work Experience</b>		
2+ years of relevant work experience		
<b>Additional Requirements</b>		

## Physical/Environmental Demands

Standard office environment with no unique physical demands

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**This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.**