

EHR In-house Training Specialist

AllMeds has an immediate opening for an EHR In-house Training Specialist. To apply for the position please email Debbie Cook a summary of your qualifications. All applicants will be considered that are submitted by COB November 18, 2016 (no exceptions).

Duties: This position will be responsible for any of the following:

- Manage EHR Training queue – Provide timely responses to training issues by utilizing knowledge of the program and training resources to troubleshoot and solve cases. Work with overall team/Dept (CS, Dev, ENG etc) for timely resolutions.
- AllMeds Modular Training: Train specific modules as needed. (This is not an exhaustive list – some may be deleted and some added at future times)
 - Allergy Module Training – Training the client on how to use the Allergy Product including troubleshooting issues that may arise in conjunction with this.
 - SureCode Module Training – Training the client on how to set-up and use the SureCode Product including troubleshooting issues that may arise in conjunction with this.
 - E-Rx Training – Training established clients on the registration and use of E-Rx
 - ExpressFax Training – Training established clients on the use of internet-faxing
 - Meaningful Use/PQRS/MIPS Training– Assist clients with setting up, documenting and reporting assist programs.
 - System Reports – Train client how to build system reports as needed.
 - Other modular training as developed

Responsibilities:

- Be completely informed of the AllMeds software modules and hardware in order to determine functionality, and to instruct and assist clients in implementing the AllMeds modules in their environment.
- Participate in product testing and stay current with knowledge of new features and take on projects to assist with departmental functioning.
- Complete training reports and timesheets in a timely fashion.
- Attend team meetings and participate in suggestions for company and departmental process improvements.
- Assess review comments and incorporate appropriate ones.
- Attend client training on-site as needed with a minimum number of weeks at 2 per year



Skills: Strong knowledge of software applications (e.g. Microsoft Word, Excel, PowerPoint, practice management systems, electronic health records)

- Ability to understand medical terminology and concepts for technologies used with AllMeds products.
- Flexibility of schedule and strong organizational and communication skills
- Ability to implement projects and meet deadlines with supervision as necessary
- Ability to track progress on implementations and determine when supervisory or technical assistance is required

Please email your resume to <mailto:dcook@allmeds.com>

