



Job Title: AllMeds Informatics Specialist
Department: EHR Informatics
Reports To: Vice President of EHR Product

Job Summary: Your responsibilities include:

Configure the AllMeds MedLook databases for current and new specialties.

Assist with the creation of ExpressHx forms including web configuration.

Assist with SNOMED coding as well as any other coding system used in the AllMeds product

QA of EHR Product as needed

Duties and Responsibilities

- Be completely informed of the AllMeds EHR and MedLook software
- Participate in product testing and stay current with knowledge of new features and take on projects to assist with departmental functioning.
- Complete timesheets in a timely fashion.
- Document progress in MedLook on an ongoing basis
- Assist with Client Documentation of informatics updates
- Work with Informatics team members to configure AllMeds proprietary software as directed
- Work with other departments as necessary to understand client requests and developmental updates
- Attend team meetings and participate in suggestions for company and departmental process improvements.
- Assess review comments and incorporate appropriate ones.

Requirements:

- Strong knowledge of software applications (e.g. Microsoft Word, Excel, PowerPoint, practice management systems)
- Ability to understand medical terminology and concepts for technologies used with AllMeds products.
- Flexibility of schedule and strong organizational and communication skills
- Medical/Nursing/healthcare background preferred
- Ability to meet deadlines without constant supervision
- Ability to track progress on content development and determine when supervisory or technical assistance is required