

Community Volunteers in Medicine

Position Title: Informatics Specialist

Reports To: Vice President of Operations **FLSA Status:** ___Exempt_X Non-exempt

Revision Date: November 2022

Position Summary

Provides administrative functions for electronic health records and other software tools used at Community Volunteers in Medicine. This position does not require patient interaction but will generally be dealing with healthcare professionals and other administrators.

Major Responsibilities

- Understand the workflow at the Front Desk, Eligibility, Medical and Dental teams, Prescriptions/Dispensing and Development
- In-depth learning of MDRhythm and Eaglesoft software to be able to train and support staff and volunteers on correct procedures and use of these systems
- Facilitate the connection with remote interpreters and medical providers
- Train, manage and coordinate the work of Informatics volunteers
- Final validation of data entered by medical and dental team to ensure patient statistics reports are accurate
- Liaison with support teams at MDRhythm and EagleSoft to resolve issues
- Provide statistics and numbers required for meetings, publications, grants application and reporting

Hours

- Onsite, typically Monday to Friday 8 – 4:30. May require to shift hours to accommodate evenings on Mondays and/or Wednesdays

Qualifications

- College degree preferred
- Excellent interpersonal communication skills
- Organization, prioritizing and managing workload, and multitasking
- Accuracy and detail oriented
- Computer proficiency and familiarity of software technology used to record data. Knowledge of Electronic Health Records preferred.
- Proficient with use of Excel and general ability to use Microsoft Office software
- Familiarity with SQL and database structures
- Ability to do data analysis for reporting purposes