



Spirit Lake Tribe  
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<b>Job Title:</b>	<b>Clinical Applications Coordinator</b>	<b>Open Date:</b>	<b>June 23, 2022</b>
<b>SLT Program:</b>	<b>Spirit Lake Health Center</b>	<b>Close Date:</b>	<b>July 7, 2022</b>

**This position will provide teaching and ongoing support of the multi-service clinical software applications for the Spirit Lake Health Center (SLHC). Work is performed and duties are carried out in accordance with established policies, procedures, and SLHC core values: VALUES.**

**Job Responsibilities:**

- Responsible for the training, support and implementation of a multi-service software package that automates the capture of clinical encounter information and its subsequent retrieval.
- Periodically assists in the review of site parameters for accuracy and completeness.
- Coordinates training of health care professionals.
- Works with the IT Department Supervisor on the new software implementation.
- Establishes and maintains collaborative relationships with health care professionals and other SLHC employees.
- Maintains awareness and comprehensive understanding of all SLHC programs, processes clinical software activities and related software utilized throughout SLHC; serves as a liaison between service lines related to these processes.
- Promotes an awareness of the importance of data validity, data security and complies with all relevant Privacy Acts, HIPAA regulations, and computer related policies and procedures.
- Assists in efforts to correct deficiencies and errors that occur in the electronic records.
- Works with staff to refine and evaluate the health-related software modules and programs.
- Coordinates with IT on the implementation of integrated packages, resolves conflicts, provides secondary support on related software modules, and ensures smooth operations when there is overlap or integration with other service functions.
- Administer the Personal Health Record and provide any assistance or training to facility registrar and users.
- Administers the Direct Messaging Portal and provides any assistance or training to facility message agents and users.
- Provide user support for Dentrix and EDR software and related packages.
- Provide basic and end user support when requested.
- Must comply with federal laws and regulations as required by the Health Insurance Portability and Accountability Act (HIPAA).
- Performs related duties.

**Knowledge required at a level appropriate for this position:**

- Knowledge of Information Technology concepts, principles, methods, and practices.
- Knowledge of health care informatics specific to RPMS/EHR and its associated applications and packages.
- Knowledge of ADP and RPMS file structures.
- Knowledge of various medical and clinical processes.
- Knowledge of business analysis principles.
- Knowledge of computer systems and equipment.
- Knowledge of CMS Incentive programs and other performance programs.
- Ability to troubleshoot end user computer system or equipment issues.
- Ability to educate a variety of learners while exhibiting patience and understanding.
- Ability to identify and resolve problems in a timely manner; gather and analyze information skillfully; develop alternative solutions; work well in group problem solving situations; and uses reason even when dealing with emotional topics.
- Ability to prioritize and shift priorities in a changing environment.
- Ability to organize the multiple demands of the job.
- Skill in providing exceptional customer service.
- Skill in prioritizing and planning.
- Skill in interpersonal relations.
- Skill in oral and written communication.

### **Supervisory Controls**

The supervisor assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results. Work is reviewed through conferences, reports, and observation of clinical application activities.

### **Guidelines**

Guidelines include federal and state data reporting requirements, accreditation agency regulations, IT security policies, SLHC policies and standard operating procedures, software instruction and user manuals, and Spirit Lake Tribe policies and procedures. These guidelines are generally clear and specific, but may require some judgment, selection, and interpretation in application.

### **Complexity/scope of work:**

The work consists of varied specialized and technical duties. The varying processes and the number of clinical software applications contributes to the complexity of the position. The purpose of this position is to provide teaching and ongoing support of multi-service clinical software applications used in the clinic setting that support the electronic health record, and are defined as, but not limited to Patient Care Component (PCC), Text-Integration Utility (TIU), Health Summary, and View Patient Record (VPR). Successful performance helps ensure the efficiency and effectiveness of all SLHC clinical operations.

### **Contacts**

Contacts are typically with SLHC employees and Great Plains Area Clinical Informatics team. Contacts are

typically to give and exchange information, resolve problems, and provide assistance.

**Physical Demands/Work Environment**

The work is typically performed while sitting at a desk or table or while intermittently sitting, standing or stooping; use hands and fingers to manipulate, handle, or feel; and talk or hear. The employee is frequently required to reach with hands and arms. The employee occasionally lifts light objects and distinguishes between shades of color.

The work is typically performed in an office. The work may also be performed in a clinic setting which requires normal safety precaution for infection control and environmental safety measures.

**Supervisory and management responsibility**

This is a non-supervisory position that may provide functional direction and guidance to other employees as directed.

**Minimum Qualifications:**

- Associate degree in information technology, or related field is preferred.
- Two (2) years of experience in information technology, informatics, or other clinical related fields.
- Must successfully pass a criminal and background check and a pre-employment drug screen.

<b>Job Location:</b>	Spirit Lake Health Center	<b>Company Industry:</b>	Spirit Lake Health Center
<b>Job Role:</b>	Clinical Applications Coordinator		
<b>Employment Status:</b>	Full- time	<b>Supervision</b>	Chief Information Officer
<b>Salary Range:</b>	\$27.22 - \$33.18 / Hour	<b>Manages Others:</b>	no
<b>Number of Vacancies:</b>	1	<b>Other:</b>	

**More detailed job description can be picked up in the Human Resource Department for this opening.**

**Please Send Application to:**

<b>Name:</b>	Spirit Lake Tribe Human Resource Department	<b>Email:</b>	<a href="mailto:katerid@spiritlakenation.com">katerid@spiritlakenation.com</a> or <a href="mailto:normar@spiritlakenation.com">normar@spiritlakenation.com</a>
<b>Address:</b>	P.O. Box 97	<b>State</b>	North Dakota
<b>City:</b>	Fort Totten	<b>Zip/Postal Code:</b>	58335
<b>Phone:</b>	701-381-0204 or 701-381-0361	<b>Fax:</b>	701-766-1272

<b>Application Procedure</b>	Complete application/Completed resume/Application materials must clearly explain how experience and education are related to minimum qualifications and job duties. Copy of Credentials /License/Copy of college transcripts/copy of valid driver’s license/Names, addresses, phone numbers and permission to contact three references/If seeking Indian Preference a copy of Tribal Enrollment must be attached/ If seeking Veteran’s preference must include Form DD214/Authorization signature will be required for background check and drug testing.
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