



COASTAL HORIZONS CENTER, INC.

POSITION ANNOUNCEMENT

DATE OF NOTICE: July 21, 2021

Position Title: **Software Training Specialist**
Full Time. Exempt

Coastal Horizons Center, Inc. has an opportunity for a Software Training Specialist to become part of our team. This position will provide routine and on-going quality trainings for new and current employees on using respective program's EMR tools and signature capture technology. Position will also provide support to departments to ensure staff obtain appropriate facility with Coastal Horizons Center's (CHC) electronic systems in order to remain compliant with documentation rules, regulations, and Clinical Coverage Policies. Additional duties include:

- Research, design, implement, and lead virtual and in-person training programs on how to properly use Athena Practice (EHR), virtual signature capture software, tangential programs or other equivalent.
- Partnering with Training Coordinator to ensure that all new CHC staff are adequately trained to successfully use the EMR.
- Partnering with Clinical Quality Systems Manager to audit service documentation to determine staffs' ability to successfully implement EMR and signature capture programs.

Qualification/ Skills:

Education: A minimum of an Associates degree with a preference for technology focused education.

Experience/ Skills:

- Two (2) years of experience using electronic health/medical records (EHR/EMR, with preferred direct experience with Centricity/Athena Health
- Thorough knowledge of signature capture platforms – their use and maintenance
- Demonstrated successful training experience

Salary: Commensurate with education and experience. Benefits available include health/medical, dental, life insurance, paid time off programs, 401K retirement saving plan.

PLEASE SEND RESUME AND COVER LETTER TO: (NO PHONE CALLS PLEASE)

COSTAL HORIZONS CENTER, INC.

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