

COOS COUNTY JOB ANNOUNCEMENT
Coos Health & Wellness

Electronic Health Records – Technician II

\$4,459 - \$5,221 per month

An Offer of Employment made to the successful applicant will be conditional upon successful completion of a DHS Background Check.

DEPARTMENT: COOS HEALTH & WELLNESS,

GENERAL STATEMENT OF DUTIES: Please refer to the attached position description.

APPLICATION PROCEDURE: Coos County Application **REQUIRED.**

Apply to: Coos County Human Resources Department, Courthouse

By mail: 225 N. Adams Street
Coquille, OR 97423

By fax: (541) 396-1012

By email: humanresources@co.coos.or.us

CLOSING DATE: Open Until Filled

**** Equal Opportunity Employer ****

Posted:	Coquille Courthouse	Email All Coos County Employees
	CHW Building	
	Email County Employees	Indeed

NOTE: Under provision of the Immigration Reform and Control Act of 1986, Coos County requires that any person hired or rehired to provide evidence of identity and eligibility for employment.

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Coos County Human Resources Department, Courthouse, 225 N. Adams, Coquille, OR 97423. (541) 396-7580

DESCRIPTION OF POSITION

Revision Date: 7/1/2021. Minor updates 10/21/2026.

1.	Classification Title: EHR Technician II
2.	Working Title: EHR Technician II
3.	Department: Coos Health & Wellness. Paygrade 421
4.	Position Is: Full Time ☒ Part Time ☐ Extra Help ☐ Seasonal ☐ Other _____ Excluded from Bargaining Unit? Yes ☐ No ☒ AFSCME Eligible for Overtime? Yes ☒ No ☐
5.	What is the purpose of this position? To provide expertise and direction in the ongoing development and implementation of Behavioral Electronic Health Records with a focus on clinical requirements by working closely with various clinical groups to assess their current processes and needs; maintain accuracy and consistency with Electronic Health Records; How-To documentation; and training of new personnel in the use of the EHR.
6.	Essential functions of position. (Reason position exists is to perform these functions.) List duties that must be performed to accomplish the purpose of the position. • Work in integrated manner with EHR Administrator, programming and support staff in maintaining and developing EHR. • Work with clinicians to assess clinical needs/requirements and develop EHR processes to meet needs/requirements. • Develop/recommend new reports/data systems - from inception to completion using SQL and SQL Server Reporting Services. • Recommend consolidation and improvement of existing EHR processes, forms and reports. • Data review and correction to help maintain consistent and accurate data in EHR database. • Liaison with clinicians and managers to improve current and create new reports, forms, structured notes, etc. • Testing of new developments; troubleshoot basic problems in the EHR. • Training of new clinicians in the use of EHR software. • Development of instructional material (How To documents) for clinicians - technical and clinical. • Development of new structured notes to further reduce use of forms and promote fully electronic health records.
7.	List the minor duties assigned to this position. • Data entry, user support, and client customer service as needed. • Participates in staff meetings, attends regional and county meetings as assigned. • Other duties as assigned by Supervisor or Director.
8.	Working conditions of position. Typical office setting, normally 8:00am - 5:00pm, Mon-Fri. Travel within the county and state may be required for training or meetings. Requires ability to push, pull, lift, and/or carry up to 40 pounds.
9.	List required special skills, licenses, certificates, etc.

DESCRIPTION OF POSITION

- Must have ability and experience needed to install, maintain and troubleshoot EHR software. Must have a strong background working with computers and various computer programs. A working knowledge of T-SQL and the SQL Server software stack (SSMS, SSRS, form builder) preferred, Microsoft Office Professional (all programs) and web browsers a plus.
- Must be able to read and accurately interpret and implement documents such as technical manuals, safety rules, operating and maintenance instructions, and procedure manuals. Must be able to apply common sense understanding to accurately carry out instructions furnished in written, oral, or diagram form. Must have demonstrated experience to deal with problems involving several concrete variables and determining solutions for standardized situations.
- Must be able to speak effectively before groups of customers or Department staff. Must be able to communicate effectively orally and in writing. Must be able to complete accurate reports and correspondence with short timelines. Must have ability to effectively train other employees.
- Requires ability to work quickly and accurately under pressure and with short timelines. Must have ability to use initiative and judgment to carry out tasks and responsibilities with limited instruction and/or guidance. Must have excellent time-management skills and be able to work independently with minimal supervision. Must be able to maintain professional, positive interaction, tact, and judgment in dealing with Department and county staff and other professional contacts.
- Must be able to accept supervision and adhere to County and Department policies. Must comply with rules of conduct and confidentiality privacy laws. Must be able to establish and maintain effective and harmonious working relationships with other employees, county staff, and outside entities. Must maintain a positive attitude and represent the Department and the County in a positive manner in the community. Regular and consistent attendance is required.

10. **Is operation of motor vehicle required?** Yes ☒ No ☐

11. **List equipment, tools, machines used in performance of duties.**
PC, copy machine, fax machine, phone, PC cameras, audio/visual equipment