



## POSITION DESCRIPTION

**Title:** Clinical Informatics Coordinator  
**Reports To:** Manager of Informatics and Operations  
**FLSA Status:** Hourly

### Key Objective:

This position is focused on supporting the utilization of PHIX's various health information technology services at PHIX's partner sites.

### Key Responsibilities:

- Engaging PHIX's partners on a regular basis and developing a deep understanding of their operations and work-flow to support utilization of PHIX's various programs and services.
- Developing and running utilization reports to track the utilization of PHIX's various programs to identify opportunities for trainings and support.
- Working closely with PHIX's leadership and subject matter experts to determine the business needs of partners.
- Performing detailed quality assurance assessments to ensure that data is displaying properly and reviewing data with partners as needed.
- Training PHIX users at all levels of partner organizations on how to use various PHIX programs and services. PHIX users include physicians, nurses, medical assistants, and other clinical providers and administrative staff.
- Managing support needs of partners and facilitating troubleshooting as necessary.
- Supporting PHIX's daily operations, including coordinating PHIX staff members to ensure that projects are completed as expected in a timely manner.
- Other duties and responsibilities as assigned.

### Qualifications:

- Able to learn in a fast-paced, team environment
- Clinical experience as nurse, clinical education specialist, or other clinical provider
- Bachelors in health information technology, nursing, data science, or related field.
- Ability to problem-solve and clearly communicate potential solutions.
- Ability to work on a team.

### Competencies:

- Ability to prioritize and manage work against a plan.
- Flexible and responsible work ethic in order to achieve objectives.
- Comfortable in a team environment

### Working Conditions:

- Evening and weekend work may be required.
- Repetitive motion in the operation of a computer.



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- Frequent sitting required, occasional standing, bending and stooping.
- Work conducted in office environment with occasional in-town travel.