Electronic Clinical Record (CareLogic) System Administrator

The CareLogic System Administrator is responsible for operations, maintenance and development of the agency’s CareLogic Enterprise Electronic Clinical Records system. The ECR Administrator serves as the primary liaison with management, clinical, and clinical support teams to ensure successful performance of the ECR system. Position may involve supervision of the agency’s billing staff and/or functions.

Responsibilities and duties:
- Performs configuration, setup, and maintenance of all modules, functions and components of the ECR system.
- Maintains day-to-day operational functions of the ECR system.
- Ensures compliance with federal, state, and other regulatory, contractual and billing requirements, including but not limited to, HIPAA EDI, confidentiality and security, HITECH, Medicare and Medicaid.
- Acts as primary contact with vendor.
- Acts as first line of end-user support.
- Develops and presents end-user trainings at least monthly.
- Works with teams to improve processes and gain efficiencies.
- Develops policies and procedures for use and support of the system.
- Assures accuracy and integrity of client and third-party billing.
- Supervises billing and accounts receivable functions and staff.
- Prepares reports for internal and external audiences, as required.
- Attends internal and external meetings, as required.
- Remains current in knowledge of CareLogic, ECRs, HIEs, billing standards, etc.
- Participates in CareLogic User Group committees, groups and forums and attends annual CareLogic User Conference.
- Performs other duties as assigned.

Traits and Skills:
- Extremely detail oriented with strong analytical and critical thinking skills. Self-reliant with strong multi-tasking skills.
- Able to manage conflicting priorities, effectively communicate the status of projects, and ensure timely and quality delivery of all deliverables.
- Able to function independently within the scope of the position.
- Displays excellent interpersonal skills and verbal and written communication skills.
- Able to function effectively as a member of a team. Able to effectively motivate and direct the activities of team members.
- Has thorough understanding of electronic clinical (health) records and behavioral healthcare computer applications.
- Has understanding of clinical diagnostic coding systems used in behavioral healthcare.
- Technical skills include, but are not limited to, electronic medical records and excellent Microsoft Excel, Word and Power Point skills.

Education and Experience:
- Bachelor’s degree in Computer Science, Business Administration or a related field required. A combination of computer-related technical training and successively increasing information systems management responsibility may substitute for a degree.
- Four years progressively responsible experience in programming, ECR system design, and database management.