

## **HIT/REC Intern Job Description:**

### **Responsibilities:**

Responsibilities will relate to Health Information Technology (HIT) and the implementation and support of the CMS Electronic Health Records (EHR) Incentive Program, “Meaningful Use”:

- Support project teams with Health IT and Certified EHR Technology standards and requirements knowledge
- Recruit clinics and physician offices for program(s) enrollment
- Manage client progress to meet defined Meaningful Use measures
- Collect clients’ EHR data and query assistance
- EHR data entry and data analysis
- Assistance with automation of services and process tool creation
- Provide support in areas as needed
- Perform market research

### **Education**

#### **Preferred:**

- Pursuing, or recently completed, a degree in computer science, information systems or other information system/computer science related field.

#### **Minimum:**

- Must be currently enrolled, or recently completed, a degree from an accredited college or university.

### **Qualifications**

#### **Preferred:**

- Multiple years of healthcare industry experience
- Knowledge and experience with the Certified EHR Technology standards and requirements as defined by the Office of the National Coordinator for health IT (ONC)
- Working knowledge of HITECH Act and its requirements for physician offices
- Experience working with any type of an electronic medical/health record system
- Working knowledge of HIPAA standards in Privacy and Security
- Understanding of HL7, SnowMed, LOINC, Health Information Exchange, etc...

#### **Minimum:**

- Proficient in basic MS office tools (Word, PowerPoint, Excel, Outlook)
- Possess strong leadership, conflict management, and organizational skills
- Critical thinking planning and organizing and problem solving skills
- Ability to define scope, establish goals and drive deliverables
- Ability to track deliverables using appropriate tools and constantly monitor and report on progress to all stakeholders
- Ability to effectively prioritize workload and manage changes in direction of the company
- Ability to work in a team environment
- Ability to work under pressure of multiple projects and deadlines
- Ability to communicate clearly and concisely with a variety of audiences, in written and verbal contexts