

Job Title: Electronic Medical Records Specialist

Sovereign Health of California is an evidenced based behavioral health treatment facility which is based in the beach city of San Clemente. It offers a highly specialized team of qualified and licensed professionals consisting of physicians, psychiatrists, nurses, licensed therapists, and counselors in the treatment of patients with behavioral problems and our programs include dual diagnosis, primary mental health and eating disorder treatment. Our mission is to provide high quality, focused, individualized treatment to those seeking help while maintaining the highest levels of skills and ethics.

Job Description:

The Electronic Medical Records Specialist is responsible to facilitate the use and continuous improvement of the Sigmund Software EMR in order to maximize the effectiveness of the system. This position will oversee all activities related to the electronic health record including support, upgrades, documentation, implementation, and training.

Duties and Responsibilities:

- Training, implementation and support of the EMR (Sigmund Software) and related activities.
- Template modification within the EMR.
- Provide ongoing editing and support of the EMR as needed by staff.
- Liaise with Sovereign and Sigmund staff for continuous improvement of the EMR.
- Basic tech and log in support with respect to the EMR.
- Reports information back to the DCQ on a regular and consistent basis.
- Adheres to company policies and standard operating procedures.
- Attends meetings as required and works closely with colleagues sharing new information with regard to all research projects and company products.
- Other duties in relation to research and production as requested by the DCQ.

Qualifications and Experience:

The Continuing Education Manager should be a college graduate at minimum. Degree in Psychology and a strong computer background as essential. They should have good, clear communication skills in working with their colleagues and outside agencies. They will also be attentive to details and able to work effectively with minimal supervision.