



LUTHERAN SENIOR SERVICES ROLE DESCRIPTION TEMPLATE

LUTHERAN SENIOR SERVICES

Position Title: EHR Report Writer

Location: Home Office

Reports to: Director of Health Information Management

Department: Information Technology

Summary:

The EHR Report Writer serves as the primary EHR reporting resource. The EHR Report Writer communicates effectively to gather user requirements from various clinical and financial areas to define, design, develop and support reports in the EHR's SQL Database. The EHR Report Writer will perform data analysis and data validation on the developed reports to ensure accurate and timely reporting results.

The EHR Report Writer upholds the philosophy, vision, and core values of the organization and ensures the Christian Mission of Lutheran Senior Services is realized so that “*Older Adults Live Life to the Fullest*”.

Essential Duties and Responsibilities:

1. Responsible for system reporting and maintenance in the EHR system.
2. Analyzes the functionality and operations of the EHR and other systems to determine standard and additional reporting capabilities per LSS needs
3. Identifies and gathers clinical, financial and/or administrative department(s) reporting requirements.
4. Documents and prepares detailed specifications from which reports will be written.
5. Co-Coordinates the design of data collection tools with appropriate clinical, financial and/or administrative staff to ensure the data needed to populate reports is collected within the EHR system.
6. Performs report writing and programming for the EHR system using SQL, Crystal Reports and other systems as defined.
7. Supports end-users onsite during relevant go-live events and identifies, documents, tracks and resolves report related issues.
8. Works with all levels of end-users to design application enhancements and custom reports.
9. Provides reporting analysis to facilitate reporting process improvement.
10. Ensures ongoing review, modification and/or maintenance of test/production reporting projects.
11. Comprehends healthcare reporting requirements and is familiar with interacting with multiple external healthcare programs.

12. Supports security and access related to the EHR
13. Creates forms within the EHR system – Training will be provided
14. Supports EHR application as designated or assigned by Director

Qualifications, Knowledge, Skills & Abilities:

Bachelor's degree in Computer Science, Information Systems, or equivalent experience required.

1-3 years of report writing experience preferred.

1-3 years experience in Healthcare IT reporting and systems analysis preferred.

Experience in SQL and Crystal reporting software preferred and a plus.

Experience with a Healthcare EHR system preferred.

Other Qualifications:

Lutheran Senior Services (LSS) requires drivers of licensed company vehicles and license, insurance coverage, and meet the auto liability carrier's driver's criteria.

Physical Activities and Demands:

The physical activities and demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job duties and responsibilities.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; and talk to hear. The employee frequently is required to sit; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee is occasionally required to climb or balance and taste or smell.

Must be able to move intermittently throughout the work day.

Must be able to lift a minimum of 50 pounds.

Working Environment:

A well-lighted and ventilated working area that has its own temperature control system (air conditioning and heat).

Is subject to frequent interruptions.

Is willing to work beyond normal working hours, on weekends and holidays.

Required to travel from facility to facility.

The noise level in the work environment is usually moderate.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable federal, state and local laws and standards.

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