



Cow Creek Government Office

Electronic Health Records Systems Analyst

Job Code: 2252
Department: Cow Creek Health & Wellness
Location: Roseburg, OR.
Minimum Hourly: \$32.38

POSITION PURPOSE:

The Electronic Health Records Systems Analyst (EHRSA) is responsible for the daily support, maintenance, configuration, and optimization of the electronic health records system (EHR). This role ensures that the EHR environment supports efficient clinical workflows, regulatory compliance, and integrity across the organization's healthcare delivery sites.

The EHRSA serves as the primary liaison between end users, internal leadership, and the OCHIN Epic support team to troubleshoot issues, coordinate system updates, and manage user access and security roles.

POSITION DUTIES:

- Serve as the primary point of contact for all OCHIN Epic related issues and communications.
- Manage user setup, role assignments, and security access in alignment with organizational policies and HIPAA regulations.
- Build and update provider schedule templates at the direction of clinic administration.
- Coordinate with OCHIN to implement system upgrades, patches, and enhancement requests.
- Support providers and staff by troubleshooting technical issues, workflow errors, and user concerns.
- Participate in system build activities, template customization, and order set development.
- Conduct testing and validation for software updates, interfaces, and configuration changes.
- Develop and maintain EHR training materials; provide new user orientation and ongoing education.
- Generate and distribute standard and ad-hoc reports to support clinical, operational, and quality improvement initiatives.

- Monitor system performance and ensure compliance with data integrity, privacy, and security standards.
- Participate in change control and governance processes to ensure alignment with OCHIN best practices.

QUALIFICATIONS:

- Bachelor's degree in Information Systems, Health Informatics, or an Associate's degree in a related field with 4 years of EHR support preferred.
- Minimum of 2 years of experience supporting Epic (preferably through OCHIN) in a healthcare environment.
- Experience in a Federally Qualified Health Center (FQHC), Tribal Health, or community clinic setting highly preferred.
- Epic Proficiency or Certification in applicable modules.
- OCHIN EHR Systems Administrator training completion or equivalent experience.
- CompTIA+, Network+, or equivalent IT certification,
- Proficient understanding of Epic EHR modules and workflows (Ambulatory, Cadence, MyChart, etc.)
- Strong analytical and problems solving skills.
- Excellent communication and collaboration abilities across clinical and technical teams.
- Understanding of HIPAA, security, and data governance best practices.
- Ability to manage multiple priorities and meet deadlines in a dynamic healthcare environment.