



# California Mental Health Services Authority

<b>Job Title:</b>	Implementation Specialist	<b>Job Category:</b>	Semi-Statewide EMR
<b>Job Description</b>			
<p>The Implementation Specialist (IS) gathers, analyzes, and refines EHR system requirements and business functions. The BA documents new processes to include flowcharts and supporting narratives to describe changes to manual processes, current, future workflows, automated processes, and controls for development, test, training, and support purposes. The Implementation Specialist supports the team during all phases of the project and systems development life cycle.</p> <p>The ideal candidate will need the ability to rapidly learn and assume the role of Subject Matter Expert (SME) in either the clinical or fiscal disciplines within a behavioral health setting. This candidate will be the "go-to person" for all questions about how the EHR system works. This role will work directly with functional SMEs, project, and development team daily and must be able to communicate at all levels.</p>			
<b>QUALIFICATIONS AND EDUCATION REQUIREMENTS</b>			
<b>REQUIRED</b>			
<ul style="list-style-type: none"> <li>• Two to Four years of information technology work experience.</li> <li>• Hands on experience configuring, testing, and implementing Electronic Health Record System.</li> <li>• Experience working with clinical or billing disciplines</li> <li>• Basic analytical, technical, interpersonal and communication skills.</li> <li>• Strong problem solving and critical thinking skills</li> <li>• Ability to prioritize and multitask</li> <li>• The candidate must be able to work in a team environment and be proficient in MS Office applications, including Word and Excel</li> <li>• Knowledge of systems requirements and technologies. Microsoft Office proficient.</li> </ul>			
<b>PREFERRED</b>			
<ul style="list-style-type: none"> <li>• Knowledge of software requirements and testing tools</li> <li>• Knowledge of business process engineering, requirement engineering, and testing practices</li> <li>• Strong project management, ability to successfully manage multiple tasks at any given point, strong relationship building skills &amp; communication skills</li> </ul>			
<b>PREFERRED SKILLS</b>			
<ul style="list-style-type: none"> <li>• Communication</li> <li>• Technical Understanding</li> <li>• Problem Solving</li> <li>• Teamwork</li> <li>• Multitask</li> </ul>			
<b>ADDITIONAL NOTES</b>			
Additional Notes			
<b>Reviewed By:</b>	Name	<b>Date:</b>	Date
<b>Approved By:</b>	Name	<b>Date:</b>	Date
<b>Last Updated By:</b>	Name	<b>Date/Time:</b>	Date/Time