

NUESTRA CLINICA DEL VALLE, INC

ADMINISTRATIVE OFFICES
P.O. BOX 1689 PHARR, TEXAS 78577
956-787-8915

EMPLOYMENT OPPORTUNITY

JOB TITLE: MEDICAL RECORDS/EMR TRAINER

WORKSITE: SAN JUAN CLINIC

DEADLINE: UNTIL FILLED

PURPOSE OF POSITION

- Will conduct technical training programs for end users of EMR.
- Determines training objectives and creates lesson plans and other materials needed for training.
- Configures the training environment to ensure and users can practice using EMR software both inside and outside of the classroom.
- Designs and delivers new hire training and ongoing user training during system changes and upgrades.
- Provide technical support to medical records department, i.e. subpoenas, etc.

MINIMUM REQUIREMENTS/QUALIFICATIONS

- Registered Health Information Administrator (RHIA) and Electronic Medical Records (EMR) Trainer certifications preferred.
- Three to five years experience in electronics medical records and practice management systems required.
- Experience with eClinicalWorks electronic medical records and practice management systems required.
- Experience in training/educating staff preferred.
- Effective analytical skills.
- Knowledge of ICD 10, CPT coding.
- Must be able to review subpoenas for proper processing.
- Good communication skills, both verbal and writing.
- Computer literate
- COVID 19 vaccine required.
- Valid Driver's License

For additional information, contact the HR Department.

NCDV is an Equal Opportunity Employer and Provider.

1518 E. Santa Rosa
Edcouch, TX 78538
956-262-1363

1500 First Street
Mercedes, TX 78570
956-565-3191

611 N. Bryan Rd.
Mission, TX 78572
956-580-3303

105 S. 10th Street
Donna, TX 78537
956-464-5809

801 W. 1st Street
San Juan, TX 78589
956-787-0787

806 W. 3rd Street
San Juan, TX 78589
956-782-2131

201 S. Los Ebanos
Alton, TX 78574
956-519-1800

300 N. 86th St.
San Carlos, TX 78539
956-287-8850

600 N. Garza, Suite A
RGC, TX 78582
956-487-0846

2891 E. Grant Street
Roma, TX. 78584
956-849-2100

2900 Raul Longoria
San Juan, TX 78589
956-781-6077