

# TULSA BONE AND JOINT ASSOCIATES

## Information Technology Manager Job Specification

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**JOB TITLE:** Information Technology Manager

**QUALIFICATIONS REQUIRED:**

- ★ Experience working with Practice Management and Electronic Medical Records or equivalent system, including system setup files, interface settings, and creating and maintaining physician, transcription, and staff chart note templates
- ★ Ability to communicate with doctors, staff, patients and business associates.
- ★ Previous IT experience working in a Medical office preferred.
- ★ Ability to create and maintain department and office policies and procedures
- ★ Computer literate and proficient with all MS Office programs
- ★ Attention to detail
- ★ Adequate visual acuity and comprehension to review written materials
- ★ Good multi-tasking and organization skills.
- ★ Experience in monitoring and training all staff regarding Privacy issues and EMR usage.
- ★ Bachelors Degree in associated field

**ACCOUNTABILITY:** Reports to COO

**TYPICAL WORKING CONDITIONS:** Normal office environment. Indoor with rare conditions of extreme noise. Continuously handle multiple tasks simultaneously and work as part of a team. Frequently performs tedious and exacting work in busy conditions, with frequent changes in tasks and protocol.

**ESSENTIAL DUTIES:**

- ★ Monitor and maintain PM/EMR system including setup files, interface settings, templates, user and security levels, coordination of system upgrades with COO and IT consultant, testing, and physician and staff training
- ★ Monitor and maintain digital transcription software and hardware, including, staff and physician training
- ★ Continued IT education training for staff on both PM/EMR
- ★ Provide all Help Desk service to the staff and clinic including all locations
- ★ Monitor and maintain phone system and spec phones
- ★ Monitor and maintain all interfaces
- ★ Provide support for software applications
- ★ Assist in all cost containment of IT cost both hardware, software and support
- ★ Provide database support and data analysis
- ★ All other duties as assigned

**Physical Activities/Abilities**

Requires sitting, typing, bending, stooping and stretching. Must have full range of body motion including manual and finger dexterity and eye-hand coordination. Must be able to sit and walk frequently; and stand for extended periods of time. Must be able to occasionally lift items weighing up to 50 pounds (specifically in the archiving process). Must have adequate visual acuity to read and the ability to interpret and understand written material.