

California Health Information Partnership and Services Organization
Job Announcement
Provider Enrollment Coordinator

Reports to: Director of Outreach & Education **Status:** Full-time, Non-Exempt
Salary Range: \$55,000 - \$70,000 DOE plus benefits **Location:** Oakland, CA

About CalHIPSO: CalHIPSO is a new non-profit corporation whose mission is to support the adoption of electronic health records (EHR) among California's safety-net health care providers. CalHIPSO is one of 70 Regional Extension Centers that have been funded by the federal Office of the National Coordinator to support wide-spread adoption of EHRs across the nation and support the achievement of "meaningful use" of EHRs to promote health care quality, safety, and efficiency. CalHIPSO has received a \$30 million allocation to support adoption for over 6,100 physicians throughout California. CalHIPSO will partner with regional Local Extension Centers (LECs), technology service partners and others to offer technical assistance and support services, training and education, EHR installation services, workflow assessments and other activities to help promote wide-spread adoption and use of electronic health records.

About the Provider Enrollment Coordinator: The Provider Enrollment Coordinator will coordinate provider enrollment into CalHIPSO and will serve as a link between healthcare providers, LECs and CalHIPSO. The Coordinator will serve a vital role in ensuring that CalHIPSO meets its goal of helping thousands of California primary care providers implement EHR systems and achieve federal "meaningful use" guidelines.

Major duties of the Membership Coordinator role are:

- Assist in processing Provider Enrollment Agreements and Practice Registration Forms
- Manage the entry and accuracy of practice and provider level data in the Salesforce CRM tool
- Assist with "milestone management" in Salesforce CRM tool to help CalHIPSO track its progress and the progress of the LECs
- Respond to provider inquiries via E-mail and phone and provide education and information on CalHIPSO's offerings
- Assist in developing and implementing outreach and marketing strategies
- Assist in creating and disseminating outreach and educational materials and attend provider outreach events and conferences as needed
- Providing general support related to provider outreach and enrollment

Position Qualifications: The ideal candidate will have:

- Bachelor's degree in business, health care, administration, or other related-field
- 2-4 years relevant full time experience in public health, community outreach, marketing or related fields
- Strong written communication and oral presentation skills
- Experience with CRM software such as Salesforce.com highly desirable
- Excellent organizational skills and attention to detail
- Effective oral/written communication skills and ability to disseminate information clearly/concise with providers and colleagues and work well with all levels of management
- Proficient knowledge of Excel, Word, and Power Point; Working knowledge of Access desirable
- Ability to work in a results-oriented, fast-paced environment.

Send resume and cover letter to: info@CalHIPSO.org BY JULY 6, 2010