

## California Health Information Partnership and Services Organization

### LOCAL EXTENSION CENTER PROGRAM COORDINATOR

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**Reports to: Operations Manager**  
**Salary Range: \$55,000 - \$70,000**

**Classification: Full Time, Non-Exempt**  
**Location: Oakland, CA**

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**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 LEC Program Coordinator Position:** This position will serve as the primary liaison between CalHIPSO, subcontracting Local Extension Centers, and CalHIPSO's fiscal agent, Public Health Institute (PHI) to support and monitor LEC performance toward meeting milestones and assist with fiscal processing and compliance reporting.

Major Duties of the LEC Program Coordinator include:

- Collect and submit to PHI appropriate program and financial data from LECs in a timely fashion. This data will include, but not be limited to: milestone accomplishment of participating priority primary care providers (PPCPs) through the Sales Force CRM program, LEC grant program evaluation data, and subcontractor expenditure information.
- Provide technical assistance to LECs with CalHIPSO reporting and data tracking requirements as needed through on-site, telephone, and webinar trainings.
- Monitor subcontracting agreements and progress toward shared REC program goals with Local Extension Centers and synthesize in the form of regular reports to identify best practices, challenges and barriers to progress that LECs encounter as they assist participating PPCPs in achieving milestone goals of the REC program
- Support CalHIPSO Senior Leadership as required to ensure that Local Extension Centers are successful.

**Position Qualifications:** The ideal candidate will have:

- Bachelor's degree in Business Administration, Accounting, Health, Healthcare Administration, Information Technologies or related field
- 2-4 years relevant experience in a similar position in health care, business, or non-profit environment
- Effective data collection, analysis and reporting skills.
- Excellent organizational skills and attention to detail
- Effective oral/written communication skills and ability to disseminate information clearly/concisely with colleagues and work well with all levels of management
- Proficient in Microsoft Office suite software; experience with Salesforce.com CRM highly desirable.
- Excellent customer service skills.
- Ability to work in a results-oriented, fast-paced environment

**Send resume and cover letter to: [info@CalHIPSO.org](mailto:info@CalHIPSO.org) BY JULY 6, 2010**