



Electronic Medical Record Consultant (EMRC)

Purpose

The Electronic Medical Records (EMR) Consultant (EMR-C) supports quality improvement through EMR optimization initiatives. The EMR Consultant will work with PCN member family physicians, clinic office staff, Physician Clinic Managers, Clinical Associates, POETs and other multidisciplinary team (MDT) members, and the Quality Improvement team including Improvement Facilitators, to work towards the overall goal of ensuring efficient utilization of EMRs throughout the PCN.

The EMR-C is a valuable member of the Quality Improvement team. The role of the Quality Improvement team is to align the goals the patient's Medical Home and provincial indicators to those that are important and valuable at the practice level with the end result of supporting quality care to the practice population. To be successful the Quality Improvement team requires a high level of collaboration. Relationship building and data collection will inform the strategic direction for each clinic individually.

The EMR-C will report to the Clinical Services Manager.

Key Responsibilities

- Develop and share knowledge of multiple EMR systems and how they are used for Medical Home optimization
- Work with physicians and clinic teams, including multi-disciplinary teams (MDT), to optimize EMR utilization
- Develop standardized documentation to support EMR use for multiple audiences
- Facilitate EMR learning opportunities for physicians, clinic teams, and PCN staff to support objectives of the Patient's Medical Home
- Assist physicians and clinic teams, including MDT, with standardization of EMR processes to ensure data quality
- Consult with physicians, clinic teams and quality improvement (QI) team on EMR-related questions.
- Assist physicians and clinic teams to mine data and create EMR reports that support Medical Home optimization
- To act as a liaison for provincial initiatives related to EMR optimization
- To work collaboratively with QI team to support EMR optimization strategies for each clinic
- To act as a quality improvement resource for Physician Clinics

Position Requirements

- High School diploma, Medical Administration completion required; Bachelor's degree in related field preferred
- Vehicle/license
- Previous experience:
 - Primary care setting
 - 3 or more years' experience working with various electronic medical records (i.e. reports)
 - Clinical improvement methodology/facilitation eg. Alberta AIM facilitator.
 - Proficiency with Microsoft Office programs, especially Excel
- Exceptional computer skills, including Microsoft 365 and Teams



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- Understand the Alberta privacy laws and act according to those laws.
- Should behave responsibly, be accountable and have excellent written and verbal skills, problem solving/critical thinking skills.
- To support the vision and mission of the Primary Care Network.

To apply, please send your resume and cover letter to the following email address:

Nicole.cuyler@westviewpcn.ca