


# Lutheran Services Carolinas

## Job Description

**Job Title:** DATA SUPPORT SPECIALIST  
**Supervisor (title):** DIRECTOR OF QUALITY OF LIFE AND CARE  
**Department:** ADMINISTRATION  
**Approved by:** B. WELCH  **Date:** 04/2016

### **Position Purpose/Summary:**

The Data Support Specialist is responsible for electronic medical records software development and overseeing the clinical software programs used by LSC. The Data Support Specialist will also provide programming support and education in regards to electronic medical records (EMR).

**Essential Functions** *(Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

1. Manage all aspects of electronic medical record (EMR) software development to include customizing, reporting, and monitoring of computer systems.
2. Validate database including planning, scheduling, testing of software design and liaison with software company to resolve test issues related to EMR.
3. Confer with end users to assess, design; implement formats, schedules, templates, etc.
4. Facilitate relationship between LSC IT and electronic medical record (EMR) vendor.
5. Assist with report writing.
6. Participate in Health Layer 7(HL-7) implementations; and oversee HL-7 processes that are completed to ensure continuing functionality of flow of information in systems related to EMR.
7. Perform quality control audits to ensure accuracy, completeness, and proper usage of systems related to EMR.
8. Lead special projects and updates related to the electronic health record.
9. Provide users with technical support for EMR concerns.
10. Participate in EMR hardware troubleshooting and testing.
11. Other duties as assigned.

**Supervisory Responsibilities, if any** *(The scope of the person's authority, including the positions that report to the incumbent):*

**Qualifications (Minimum Job Requirements):** *The requirements listed below are representative of the knowledge, skill, and/or ability required for the job:*

Education: High school diploma or equivalent.

Experience: 3-5 years experience in electronic medical records in long-term care environment; or 5 years in medical records.

Specific skills/abilities: Excellent verbal and written communication skills. Proven ability to train audience at level of learners.

Specialized knowledge, licenses, etc.:

**Preferences (Optional):** *(Preferred attributes for the position, which are not absolutely required in the minimum qualification - e.g.. masters degree, bilingual).*

N/A

**Working Conditions/Physical Requirements:**

1. Office environment; sitting at desk and in front of computer for extended periods.
2. Occasional travel to other locations required.
3. Ability to lift up to 25 pounds.

This job description is not an employment contract. Lutheran Services Carolinas reserves the right to alter the job description at any time without notice.

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Employee Signature

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Date

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Supervisor Signature

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Date

***Employee signature constitutes employee's understanding of the requirements, essential functions, and duties of the position.***