Patient Data Optimization Coordinator

<table>
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<tr>
<th><strong>Salary Range</strong></th>
<th>Will be negotiated based on experience</th>
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<tbody>
<tr>
<td><strong>FTE</strong></td>
<td>Temporary 1 year - Full-time position (38.75 hours per week)</td>
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<tr>
<td><strong>Start Date</strong></td>
<td>April 1, 2019 – March 31, 2020</td>
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| **Location**     | Sherwood Park PCN Main Office  
                      108, 150 Broadway Crescent  
                      Sherwood Park, AB T8H 0V3 |
| **Program Overview** | The Medical Home represents the connection between a patient and their Primary Family Physician, as partners in health. Over the last year, Sherwood Park – Strathcona County PCN Physicians continued to make patients the center of the Medical Home. Our allied health professionals support the Medical Home, patient and their family doctor through our PCN programs. The Medical Home health care model aims to reduce wait times, offer team based coordinated care, improve preventative care and increase patient satisfaction. The PCN is proud to look back on the progress we have made in building relationships between the patient, family doctor and PCN health professionals. Exploration of the services needed in these local health homes, enables the best possible outcomes for each person by providing timely, multidisciplinary, lifelong patient centered health care. |
| **Position**     | The Patient Data Optimization Coordinator (PDOC) is an integral and active member of the Sherwood Park Primary Care Network’s (SPPCN) Medical Home (MH) team. This role functions remotely to support physician members in building and sustaining their patient medical home (PMH)’s. The nature of the incumbent’s work is determined by the improvement being undertaken |
| **Report to**    | Medical Home Program Manager |
| **Education**    | • The ideal candidate will have completed an accredited Health Information Management diploma program  
                      • Equivalencies of education and experience may be considered  
                      Eligibility for registration with the Canadian Health Information Management Association (CHIMA) is an asset |
| **Experience**   | • Minimum of two years’ healthcare experience, preferably in a primary care setting is desired.  
                      • Strong organizational and communication skills  
                      • Experience working within an inter-professional care team model is required.  
                      • Experience working with panel management would be an asset  
                      • Knowledge of and interest in primary health care and health promotion would be an asset  
                      • Previous experience handling confidential or sensitive information is required.  
                      • Previous EMR experience is considered an asset |
| **Skills**       | • Knowledge of medical terminology and experience with medical records management is essential  
                      • Ability to maintain filing systems and basic databases |

The Sherwood Park – Strathcona County Primary Care Network offers competitive salaries and an excellent benefit program.  

While we appreciate all interest in our posted positions, only those chosen for interview are contacted.
### Patient Data Optimization Coordinator

- Knowledge of applicable privacy laws and Health Information Act.
- Excellent oral and written communication skills
- Excellent computer skills
- Ability to problem solve
- Ability to be accountable with minimal supervision

<table>
<thead>
<tr>
<th>Application</th>
<th>Please forward your resume’ and cover letter to <a href="mailto:recruiting@sherwoodparkpcn.com">recruiting@sherwoodparkpcn.com</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Dated</td>
<td>June 27, 2019</td>
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**Closing date**: The posting will remain open until a suitable candidate is found.

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