



## Consultant I Job Description Form

**Division/Department: Consulting**

**Location: Telecommute – Up to 80% Travel**

**Job title: Consultant I**

**Reports to: Brian Biddulph-Krentar, President**

**Type of position:**

Full-time

**Hours 40+/week**

Nonexempt

**Job Description:**

To implement 3<sup>rd</sup> party and home grown healthcare information technology systems in hospitals and other healthcare entities.

**Key responsibilities and accountabilities:**

**Consulting:**

- Perform analysis of current departmental workflows and provide workflow documentation.
- Provide suggestions for workflow improvement and implement these changes.
- Have a base knowledge of all core modules for the application(s) being implemented.
- Provide applications training to users and systems training to system administrators.
- Adhere to HIPAA regulations.
- Ability to work with both customers and vendors to identify and resolve issues.
- Ability to maintain issues lists and communicate issues to upper management.
- Ability to troubleshoot application and technical issues.
- Ability to assist with kickoff meeting presentation.

**Administrative:**

- Complete Time and Expenses weekly and submit by 3:00 PM on Friday's
- Provide weekly status reports for each on-site customer and customers where remote work exceeds 10 hours.
- Communicate to manager in a timely manner of any potential downtimes or onsite visit cancellations.
- Complete all required employment related forms in a timely fashion

**Work experience requirements:**

- Bachelor's Degree in related field (healthcare, information technology)
- Experience with T-SQL
- Experience with ODBC and Microsoft Access
- Experience with maneuvering at the Unix command line
- Experience with commonly used Unix commands
- Experience with Microsoft Applications (Access, Excel, Word, PowerPoint and Microsoft Project)

**Education Requirements**

- Bachelors Degree or equivalent work experience

**Reviewed/Approved by: Brian Biddulph-Krentar, President**