

## **Electronic Health Record (EHR)/Therap Administrator**

**\$50,000/year**

### **Job description:**

ArcMorris is seeking a knowledgeable and detail-oriented Therap Administrator to manage and support our Electronic Health Record (EHR) system. The ideal candidate will oversee billing, data management, staff training, and the rollout of new system modules to ensure ArcMorris continues to provide efficient and high-quality services. This role requires strong technical skills, an understanding of healthcare billing, and the ability to train and support staff in using the system effectively.

#### **Responsibilities**

- Serve as the main point of contact for all Therap (EHR) questions, troubleshooting, and inquiries
- Review and submit billing through Therap and/or Medicaid
- Provide training and ongoing support for new and existing staff members
- Collaborate with EHR vendors and internal stakeholders to plan and implement new modules or enhancements
- Manage projects related to the rollout of new Therap system modules
- Ensure compliance with local, state, and federal requirements regarding EHR use and reporting
- Maintain accurate data management and reporting to support key performance indicators (KPIs) across departments

#### **Requirements**

- Bachelor's degree in Health Information Management, Healthcare Administration, or related field (relevant certifications in EHR systems preferred)
- Proven experience in managing and administering EHR systems, preferably in a healthcare or nonprofit setting
- Strong knowledge of healthcare billing processes and revenue cycle management
- Familiarity with EHR workflows and clinical documentation practices
- Excellent problem-solving and troubleshooting skills
- Strong attention to detail and accuracy in data management and reporting
- Effective communication and interpersonal skills with the ability to train and support diverse teams
- Adaptability to technological changes and commitment to staying current with EHR industry trends

#### **Benefits**

- Health, dental, and vision insurance
- Life insurance and retirement plan



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- Paid time off and employee assistance program
  - Tuition reimbursement and professional development assistance
  - Flexible spending account and employee discount programs
  - Referral program

Please apply here or send your resume to [Gene.Rossi@ArcMorris.org](mailto:Gene.Rossi@ArcMorris.org).

Job Type: Full-time

Work Location: In person

**APPLY NOW**