

Job Description for Virginia Rural Health Association Rural Health Clinic Specialist

REPORTING RELATIONSHIP: VRHA Executive Director

POSITION SUMMARY:

The Rural Health Clinic Specialist will be responsible for working with and on behalf of Rural Health Clinics (RHCs) to facilitate provider operational improvement, regulatory compliance, and technology-based solutions that will help providers achieve improved patient outcomes, office efficiency and satisfaction for the patient and the health care team.

SCOPE OF WORK:

- Provides and/ or coordinates targeted technical assistance for providers applying for and maintaining RHC status; to include support in practice management, site surveys, federal regulation review, office policies and procedures, staff training, cost reporting, etc.
- Helps providers establish and implement standard processes and best practices to promote compliance with applicable laws, contractual obligations, and/or recognition standards such as ICD-10, PCMH, HIPAA, etc.
- Assists RHCs with billing and coding issues. Works with office staff to assist with fee schedule and insurance/managed care contracting issues.
- Serves as the EHR and telehealth resource for RHCs and as a liaison for other technology-based projects.
- Conducts technical assistance through on-site, telephonic, or web-based supports.
- Coordinates educational workshops and/or webinars for providers as needed.
- Oversees activities of consultants contracted to assist Virginia's RHCs
- Supports the internal data collection and monitoring associated with evaluation of associated grant programs and contracts.
- Serves as the group purchasing coordinator for VRHA members
- Identifies and promotes rural best practices to provide information and models for change.
- As appropriate, represents VRHA at local, state, and national association or governmental meetings that directly, or indirectly, affect the provision of rural health care as it relates to VRHA.
- Serves as a liaison and channels communications between the appropriate partners with an emphasis on the Virginia State Office of Rural Health and the National Association of Rural Health Clinics.
- Attends appropriate educational meetings in order to keep current with his/her field of knowledge.
- Assists with fund/resource development efforts as related to job description.
- Other duties as assigned.

QUALIFICATIONS:

EDUCATION AND/OR EXPERIENCE: Associate's degree in healthcare related field or a minimum of 5 years experience working directly with/for Rural Health Clinics.

COMPUTER KNOWLEDGE: Excellent computer skills (Word, Excel, PowerPoint)

PHYSICAL: Must have the manual dexterity necessary to operate standard office equipment. Must be able to operate a motor vehicle. Must maintain a valid Virginia driver's license and a clean driving record. Must be willing to conduct RHC site visits throughout Virginia and attend regional and national RHC events.