



**CHICAGO  
STREET  
MEDICINE**

## **Board of Directors Application**

Director of Health Records

### **Position Description:**

This is the point person for Chicago Street Medicine's development, maintenance, and utilization of electronic health records.

**Position Term:** January 1, 2021 to December 31, 2022

### **Responsibilities include, but are not limited to:**

- Plan, implement, evaluate, alter (or Plan, Do, Study, Act: PDSA) patient documentation and records in the electronic health record system (Athena).
  - Regular check-ins with street run coordinators
  - Regular check ins with fully licensed providers
- Regularly audit the EHR system to ensure compliance, including complete documentation and proper patient waiver signing.
- Regular (at least weekly) oversight of G-Suite to ensure proper and compliant communication of patient information between partner organizations.
- Member of Clinical Oversight Standing Committee
- Work with other directors to effectively train chapter volunteers in utilization of the G-Suite and EHR system.
- Work with other directors to utilize data gathered for education, research, and advocacy.

### **Parties with whom this position works closely:**

- Vice President of Clinical Affairs
- Director of Research
- Director of Volunteers
- Director of Chapter Development
- Chapter presidents and/or coordinators

### **Requirements:**

- Previous experience and/or training in electronic health records or software development
- Experience working with underserved and marginalized persons and communities
- Chicago residence or significant connection with the city

- An understanding that as a new nonprofit, this is a working Board of Directors that requires active participation and project development
- Ability to attend executive board meetings (as frequently as once per month for two hours)
- Commitment for 2 years

I have read and understood the position description, select responsibilities, and requirements of the Director of Health Records position as described in this application:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name (print): \_\_\_\_\_

## Application: Director of Health Records

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### Applicant Contact Information

Full Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

### Application Questions

Please answer the following questions in no more than 750 words each.

1. Describe your previous experiences with electronic health records and/or software development?
2. What is the relationship between homelessness, health, and healing?
3. What is the root cause of homelessness?
4. Chicago Street Medicine is a young organization and as such, we are continually looking for new opportunities to broaden our perspective by bringing in leaders with diverse experiences, backgrounds, and approaches to public health. What do you feel you would bring to our organization to help us grow?
5. What is one challenge for maintaining health records for undomiciled patients and how would you navigate that?

### References

Please list two references with contact information. At least one reference must be a professional relationship.

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Relationship: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

## Submission Instructions

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Submission Deadline: August 31, 2020 by 11:59pm

Please compile the following documents into a single PDF:

- Signed understanding of position description and requirements (Page 2)
- Application Questions
- References
- CV

Submit this PDF file to: [ChicagoStreetMedicine@gmail.com](mailto:ChicagoStreetMedicine@gmail.com) with the subject line "(First Initial Last Name) Application for Director of Policy and Advocacy"

If you have any questions, please contact us through our email or explore our website.

Email: [ChicagoStreetMedicine@gmail.com](mailto:ChicagoStreetMedicine@gmail.com)

Website: [www.ChicagoStreetMedicine.org](http://www.ChicagoStreetMedicine.org)