

# Revenue Cycle Instructional Designer & Quality Analyst EPIC

**Boston Medical Center**  
Job Location: Remote, US  
Full Time/Days

## **JOB SUMMARY:**

Under the direction of the Revenue Cycle Training and Quality Manager, the Revenue Cycle Instructional Designer and Quality Analyst is an experienced training specialist with a solid understanding of business processes, specific Epic Applications, BMC applications and policies, and adult learning styles and methodology. The methodology includes but is not limited to electronic learning modules, electronic assessments (pre and post-training sessions), gap analysis, and PowerPoint presentations. The Quality and Training Specialist participates in the overall development, implementation, and maintenance of a training program across multiple applications, services and departments. In addition, they serve as a direct resource for planning and coordinating Revenue Cycle driven projects requiring Epic training and implementation of new Epic modules.

## **ESSENTIAL RESPONSIBILITIES/DUTIES:**

- In coordination with the Epic eMerge Training Team, the Revenue Cycle Instructional Designer and Quality Analyst will be responsible for the creation and on-going development of training curriculums for Revenue Cycle.
- Identify and create eLearnings for refresher training curriculums.
- Serves as a role model to the training team through continued learning and professional accountability.
- Fosters team work and collaboration. Provides oversight and project management expertise to other members of the training team.
- Collaborates with Epic Application Analyst and subject matter experts to assess and identify appropriate curriculum design, educational needs and training opportunities.
- Responsible for creating various solutions to educate clinicians on the use of BMC applications utilizing suitable materials and instructional methods appropriate to adult education.
- Continuously serves as a resource for innovative teaching offering mentoring to colleagues.

## **PROJECT MANAGEMENT:**

- Assist in leading the development, implementation, and maintenance of the Epic training program. Provides proactive input to issues resolution, quality, and process improvement.
- Develops and maintains credibility and effective working relations with project management, department managers, program coordinators, clinical and physician leads.
- Schedules and leads meetings with clinical leadership to as determined by project tasks and timelines.
- Collaborate with analyst team leads in workflow analysis; apply workflow knowledge in system configuration and training curriculum design.
- Align with other IT functional areas to remain apprised of project status and inform customer management of progress. Keeps the ITS technology and service managers aware of user issues and potential conflicts.
- Participate in leadership meeting as a representative of all training applications.

## **EDUCATION:**

- Bachelor's degree is preferred. \*Degree may be substituted for experience for candidates who have extensive training experience.

## **EXPERIENCE:**

- 5+ years hospital revenue cycle experience and
- 2+ years of quality auditing or EHR training experience
- Certification or proficiency in one or more Epic Curriculum applications (or obtained within 3 months of employment)

## **CERTIFICATES, LICENSES, REGISTRATIONS REQUIRED:**

- Epic Revenue Cycle Application Certification

## **FOR MORE INFORMATION/TO APPLY:**

[https://jobs.bmc.org/jobs/?ad=27188\\_12092022&category=finance&location=remote-us&title=revenue-cycle-instructional-designer-quality-analyst-epic&v=bmcrrms](https://jobs.bmc.org/jobs/?ad=27188_12092022&category=finance&location=remote-us&title=revenue-cycle-instructional-designer-quality-analyst-epic&v=bmcrrms)