Job Title: Telehealth Coordinator  
Location: Columbia  
Full-Time  

Hiring Department  
Missouri Telehealth Network/CEXTARTEL  

Job Description  
Coordinates and facilitates information flow for Missouri Telehealth Network program and Extension for Healthcare Outcomes (ECHO) project development between healthcare providers and staff at the University of Missouri as well as healthcare systems, facilities, clinics across Missouri.  

For the ECHO project, will create necessary forms, develop a manual, build a database of participant providers, and provide documentation and communications necessary for clinics. Manage data including case information, attendance information, schedule cases and didactic presentations, manage location set-up and facilitate and manage the clinic on-site. Work closely with the expert team to see that clinical goals are congruent with operation of the clinic.  

Assists telehealth providers and telehealth patient sites by helping assess patient demographics and patient locations to identify potential patient services. Communicates regularly with telehealth clinics to discuss and implement new telehealth services. Train telehealth providers and patient presenters on the use of software and hardware equipment. Provide operational expertise to support telehealth patient sites such as creating protocols, and information on reimbursement and billing, and privacy and security requirements.  

Coordinates exhibits at conferences for Missouri Telehealth Network and ECHO. Provide presentations to originating sites to inform staff of telehealth services and issues.  

Will work with different levels of professionals and staff. Must have computer skills, software and hardware knowledge. Be courteous and customer service oriented. Assemble and prepare reports for telehealth and ECHO healthcare providers and administrators. Will frequently travel within the state.  

Salary  
$35,194 - $58,600
Shift
8 a.m. – 5 p.m.

Minimum Qualifications
A Bachelor's degree or an equivalent combination of education and experience and 1 year of experience from which comparable knowledge and skills can be acquired is necessary.

Preferred Qualifications
Must have a valid Missouri Driver’s License, lift at least 25 lbs.

Application Materials
Completed Online Application, Letter of Interest, Resume and References

Other Information
http://medicine.missouri.edu/telehealth/

Benefit Eligibility
This position is eligible for University benefits. The University offers a comprehensive benefits package, including medical, dental and vision plans, retirement, paid time off, and educational fee discounts. For additional information on University benefits, please visit the Faculty & Staff Benefits website at http://www.umsystem.edu/totalrewards/benefits

Diversity Commitment
The University of Missouri is fully committed to achieving the goal of a diverse and inclusive academic community of faculty, staff and students. We seek individuals who are committed to this goal and our core campus values of respect, responsibility, discovery and excellence.

Equal Employment Opportunity
The University of Missouri is an equal access, equal opportunity, affirmative action employer that is fully committed to achieving a diverse faculty and staff. Equal Opportunity is and shall be provided for all employees and applicants for employment on the basis of their demonstrated ability and competence without unlawful discrimination on the basis of their race, color, national origin, ancestry, religion, sex, sexual orientation, gender identity, gender expression, age, genetic information,
disability, or protected veteran status. For more information, call the Associate Vice Chancellor of Human Resource Services/Affirmative Action officer at 573-882-4256.

To request ADA accommodations, please call the Disability Inclusion and ADA Compliance Manager at 573-884-7278.