

NorthCare Network

1230 Wilson Street
Marquette, Michigan 49855

POSITION TITLE: Health Information Systems Specialist

QUALIFICATIONS: Bachelor's Degree in Business, Health Information Management, Management Information Systems, Computer Information Systems or related field preferred. Experience in lieu of education may be considered. Minimum of two years' experience supporting information systems and applications required. Minimum of two years' experience supporting electronic medical record or clinical practice management systems required. Experience with healthcare, Medicaid and regulatory or health policy preferred.

STATUS/HOURS: Competitive Wage, plus full-time benefits. Regular full-time/80 hours biweekly

SALARY RANGE: \$63,169.60 to \$85,280.00. Starting salary will be determined based on education, certifications, and experience.

LOCATION: Marquette, Michigan - Many positions offer a hybrid work schedule with supervisor approval.

ABOUT US: NorthCare Network is a Specialty Prepaid Inpatient Health Plan (PIHP) located in Marquette, Michigan and is responsible for the management and service array available to residents of Michigan's Upper Peninsula with behavioral health needs covered by Michigan Medicaid and specialty grants for substance use disorder services.

RESPONSIBILITIES INCLUDE: Under the supervision of the Chief Information Officer, the Health Information Systems Specialist supports the administration, optimization, and ongoing operation of NorthCare Network's regional Electronic Medical Record (EMR) and Clinical Practice Management System. This role serves as a key resource for system support, user assistance, documentation, training, and coordinated system enhancements, ensuring the EMR effectively supports clinical, administrative, and regulatory functions across the regional Provider Network.

The Health Information Systems Specialist assists with system configuration, change management, issue resolution, and vendor coordination related to EMR functionality and performance. The position works collaboratively with internal departments and affiliate provider partners to support consistent system use, data integrity, and efficient workflows. This role also contributed to EMR-related projects, process improvement initiatives, and the development of standardized procedures and training resources.

Send a cover letter and resume to: Attn: Human Resources
NorthCare Network
1230 Wilson Street
Marquette, MI 49855

Email: hr@northcarenetwork.org

Deadline to apply: Until the position is filled.

NOTICE TO APPLICANTS: Any offer of employment is contingent on a criminal background check, primary source verifications, exclusion, and reference checks. NorthCare Network is an Equal Opportunity Employer.

Customer Service: 888-333-8030 or (906) 225-7254

Admin. Fax: (906) 232-1070 Clinical Fax: (248) 406-1287 SUD Fax: (248) 406-1286
www.northcarenetwork.org

