

Sample Position Description:

Project Manager, Health Information Exchange

The Project Manager will be responsible for completing a process which results in achieving robust and sustainable HIE service for providers and citizens. This will include a full range of programmatic, technical and administrative processes that support discovery, procurement, planning, contracting, oversight and evaluation. The Project Manager will work closely with the practices, care continuum, patients, payers, Accountable Care Organizations (ACOs), public health organizations, vendors and staff.

Responsibilities:

The project manager will have the following responsibilities:

1. Manage the HIE budgeting, planning, organization and community relations and implementation of projects
2. Maintain all appropriate project deliverables, milestones and responsibilities; for example, project scheduling, risk management, change management, issue management and status reporting
3. Facilitate documentation of requirements from internal and external stakeholders to ensure commitment and understanding of scope by all participants
4. Ensure development activities align to overall project scope, project charter, resource budgets and project schedule
5. Assist in the creation, management and documentation processes for the review and evaluation of proposals. Participate in these review processes with an emphasis on testing the technical and business claims made in each proposal
6. Manage and track the work of approved vendors, vendor contracts, vendor Statements of Work (SOWs) and vendor deliverables
7. Routinely communicate development status, resource utilization and detailed level schedule to management and related project team members
8. Day-to-day oversight of development projects including managing coordination, facilitating meetings, scheduling, preparing agendas, tracking follow-up actions, documenting meeting activities and execution, including identifying and solving problem
9. The Project Manager will ultimately be responsible for the assuring the projects are on-budget and on-time and delivered with the expected value to the practices and stakeholders

Qualifications:

The project manager will have a Bachelors degree in business or public administration, health informatics, health care or related field. The project manager must have five years or more of progressive work experience in the implementation and management of information technology projects.

- Background with the healthcare industry working with Health Information Exchange operations and architecture preferred
- Strong interpersonal skills as well as strong verbal and written communication and presentation skills.
- Demonstrated experience in managing multiple projects effectively while facilitating group success will be critical to the project manager role. The ability to understand complex issues, recognize decision points, and design and deliver creative solutions

- Computer proficiency in Microsoft products including MS Word, Excel and Project and knowledge of interpreting financial information

Certifications, Licenses, Registrations

PMP Required

RHIA certification preferred.