



Job Title: Administrative Coordinator

Department: Member Services

Reports To: Senior Vice President, Solutions & Member Engagement

FTE: Full- Time Temporary

About Healthix:

Healthix is part of a nationwide movement to improve our health care system through better access to information. Healthix is the largest public health information exchange (HIE) in the nation, bringing together over 600 healthcare organizations at more than 6,000 sites across New York City and Long Island. We provide secure access to clinical data of more than 16 million patients to improve quality of care, efficiency and effectiveness. Healthix delivers actionable patient data electronically 24/7 in real time, with patient consent and consistent with regulations and policies established by NY State Department of Health. Healthix mission is to support healthcare providers and health plans to provide care management, improve clinical outcomes, promote efficiency and reduce healthcare costs.

Position Description:

Administrative Coordinator

This position is responsible for coordinating Healthix office functions in support of Participant recruitment efforts. Duties include:

- performing administrative functions at various points in the recruitment cycle
- supporting Healthix recruitment efforts, particularly assisting Business Development (BD) and Account Management (AM) teams
- schedule events / manage logistical details of meetings and manage calendars of staff
- facilitate training sessions; enable the contracting and onboarding processes
- facilitate effective transitions to other Healthix teams.

Responsibilities include but are not limited to

- Serve as “administrative expert” - manage and update database under the supervision of the BD/AM teams.
- Update Salesforce database for the BD/AM teams. This includes data research and entry, reconciliation, updating contacts for mailing lists and pulling appropriate reports as requested.
- Assist in aiding teams with follow up information
- Gathering relevant information and compile pertinent data for documentation
- Provide assistance in the preparation of project information and presentations and agreements

Education and Experience

- Bachelor's Degree is required and experience in the healthcare industry a plus.
- Minimum of two+ (2+) years of related experience and an understanding of small to large physician practice operations – or community based health care organizations.

Qualifications

- Strong interpersonal, communication and relationship skills with high emphasis on delivering value and service
- Knowledge of physician practice environment
- Flexible and resourceful
- Strong detail and organizational skills
- Results oriented
- Team player
- Knowledge of MS Office 365, Excel, PowerPoint, and Salesforce a plus

Application:

Interested individuals are invited to apply at careers@healthix.org.