Job Title: Project Manager

Department: Information Technology

Reports To: Director of Data Strategy and Reporting

FTE: Full-Time

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 Summary:

Healthix is seeking a Project Manager who will be responsible for the management of a range of technical projects in a health information exchange (HIE) environment. The Project Manager reports to the Director of Data Strategy and Reporting on the Healthix Information Technology Team.

The ideal candidate will have a mastery of the software development lifecycle, which includes defining, planning and estimating the project scope, scheduling meetings with Healthix participating organizations (Participants), tracking and providing status updates for all stakeholders, managing and trouble-shooting issues and overseeing change management processes. Projects will include close collaboration with key Healthix members such as large academic medical centers, health plans and public health organizations, as well as internal staff.

The Project Manager will collaborate with the Director of Data Strategy and Reporting to set priorities, balance resources and manage critical issues and will be responsible for addressing challenges and opportunities for data quality and reporting initiatives.

The ideal candidate will possess excellent written and verbal skills to ensure that Healthix Participants understand the nature of health information exchange. He/she will be able to communicate effectively to seek and recommend solutions for complex projects and assist Healthix Participants in articulating their needs, as well as being able to communicate, the goals and requirements of the Statewide Health Information Network of New York (SHIN-NY), particularly as they relate to data quality and reporting.

Responsibilities include but are not limited to:

- Develop and maintain project plans
- Manage a diverse stakeholder team
- Ensure that project plans and ongoing project management documents are tied to any relevant grant or contract deliverables and timetables
- Leverage strong analytical skills to support the Data Strategy and Reporting team initiatives
- Reference Healthix analytics tools to identify data quality improvement opportunities, e.g. identify gaps in data, adherence to standards
- Work closely with Data Analyst to identify and remediate data quality and gaps.
- Work with our clinical community and internal teams to develop and articulate new requirements and designs for enhancements and new reporting services.
- Coordinate prioritization and planning of regular releases of reporting services.
- Work with the Director of Strategy and Reporting to develop an area of focus within the health information exchange based on personal interest and strength.
- Provide leadership and counsel to the team and the organization in selected area(s).

Education and Experience

- Bachelor's degree required, Master's desired in a healthcare-related field (for example, Public Health, Health Information Management, Biomedical Informatics, Healthcare Administration, Healthcare Outcomes Research)

Qualifications

- 3-5 years of IT project management experience in a healthcare-related field, PMP preferred
- Experience with clinical application implementation and support, clinical data management, technical interfaces, integration and/or interoperability
- Experience with workflow design related to data collection
- Experience with development of software innovative products and services
- Proven track record in management of projects with complex stakeholder interaction, including adherence to scope, budget and schedule; issues management, financial management, contract management
- Successful management of external resources including consultants, partners, vendors and members
- Internal or professional IT consulting experience is a plus
- Business Intelligence or Report Writing experience is a plus
- Knowledge of Salesforce Administration is a plus

Application:

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