



JOB TITLE: IT Project Coordinator, EHR Interoperability

REPORTS TO: Director of EHR Interoperability

DEPARTMENT: EHR Interoperability

HOURS: 40 Hours

FLSA STATUS: Exempt

EFFECTIVE DATE: May 13, 2019

POSITION SUMMARY:

The IT Project Coordinator is responsible for both supporting Project Managers and taking on individual ownership of projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Must be highly organized and effectively track 50+ sites.
- Quickly obtain knowledge of our current existing process, identify success factors, strengths, weaknesses, and opportunities.
- Manage and own project implementation for 50+ independent provider site practices and complete project work from start to finish for 50+ participants.
- Project work includes but is not limited to integrating EMRs with Healthix HIE with bidirectional data feeds, connecting participants with notification alert systems, coordinating with engineering team to troubleshoot connectivity issues, and developing clear project plans to complete the participant integrations.
- Identify opportunities for automation / improving current processes.
- Develop trend analysis based off system monitoring reports.
- Maintain current and accurate records project portfolio.
- Keep updated on project milestones and notify project manager of potential risks of not meeting milestones.
- Maintain consistent follow up with key project stakeholders on status of current assigned projects.
- Coordinate and schedule project meetings.
- Specific Tasks May Include but are not limited to:
 - Independently completes projects and related activities, and initiates project tasks. Coordinate project deliverables with key stakeholders.
 - Routinely completes complex assignments requiring independent action and high degree of initiative to resolve issues with consistency, urgency and accuracy.

- Scheduling and coordinating meetings over email and phone, e.g. scoping, kick-off, status reviews.
- Taking detailed notes, tracking next steps, follow-ups, action items.
- Monitoring and updating status on detailed tasks and deliverables, e.g. for hub-model EMR implementations.
- Following project scripts to complete implementation tasks.
- Updating databases as status changes, e.g. QuickBase, Excel, Confluence
- Supporting internal initiatives that require outreach to many or all of our participants.

SUPERVISORY RESPONSIBILITIES:

- This job has no supervisory responsibilities.

QUALIFICATIONS:

- Minimum (2) years' work experience in IT project coordination or related work.
- Bachelor's Degree required. Master's Degree preferred.
- Functional knowledge of project management tools.
- Effective verbal, written, and interpersonal communication skills.
- Ability to work independently with minimal supervision and within tight deadlines.
- Previous experience managing high volume of tasks with different timelines and stakeholders.
- Exceptional experience with customer engagement in written and verbal communication.
- Display extensive organization skills and methodology in task management.
- Experience in adapting to an evolving organization and changes in priority.
- Highly efficient in Microsoft Office Suite.
- Proven ability to communicate effectively with customers at various levels.
- Experience conducting root-cause analysis.
- Demonstrated experience meeting deadlines.
- Healthcare and/or Technology experience highly preferred.
- Previous work experience at an electronic medical record (EMR) company is highly desirable.