▍Detailed Job Description

Job title: **Healthcare IT Project Manager**
Reporting to: **Director, Project Management**
Department: **Project Management**
Hours: **Full-time (40 hours per week)**
Performance Review period: **Annual**
Revision Date: **11/01/2015**

Contact Nicole Garmo, ngarmo@updoctors.com

Purpose of the position

The Healthcare IT Project Manager is a member of the United Physicians Project Management team. The primary role of the Healthcare IT Project Manager is to manage large corporate IT initiatives. The Healthcare IT Project Manager will ensure the successful delivery of projects through project management processes.

Responsibilities & duties

- Responsible for the oversight and guidance of assigned IT projects and active participation in the entire project cycle, from project approval to project closure.
- Demonstrate effective project oversight and control by developing, clarifying and managing the scope of the project, define contract deliverables and achieve targeted outcomes by ensuring that project requirements are achieved in a timely fashion and within budget guidelines.
- Manage IT project roadmap for review by senior management and IT clients.
- Prepare and maintain project charters, project work plans and track activities against the plan.
- Facilitate meetings, conference calls, organize agendas, summarize meeting minutes, and follow up on action items.
- Drive project team to meet deadlines, deliverables, and expectations.
- Prepare project status reports to key stakeholders and provide project updates on activities and deliverables, as well as risks and mitigation strategies.
- Ability to process complex information technology information and communicate in a clear and concise manner.
- Ability to foster strong working relationships with the multiple vendors and clients that United Physicians and Ingenium work with to complete our Healthcare IT projects.
- Look for ways to streamline already existing processes to ensure successful completion of project activities and deliverables.
- Perform cost/benefit analysis of actions and initiatives.
- Direct and manage project team.
- Act as a mentor to less experienced project managers.
- Other duties as assigned by Director.

Qualifications

- Bachelor's Degree required; preferably in Information Technology, Computer Science, Health Informatics, Health Care Administration or related field.
- Minimum of 5 years of demonstrated IT project management experience within healthcare/clinical related projects desired.
- PMP certification preferred but not required.

Performance Skills

- PC literate with MS Office products: MS Project, Access, Word, Excel, PowerPoint and Visio.
- Familiarity of data transmission within the healthcare arena: ADTs, ORUs, HL7, CCD, etc. message formats.
- Ability to understand data transmission from sender to receiver in multiple formats and storage within our data warehouse.
- Robust comprehension of different types of practice management systems, electronic medical record systems and data information captured within each system.
- Must possess excellent written, verbal, and presentation skills.
- High interpersonal skills required to effectively and actively communicate well with people at all levels within and outside the organization.
- Excellent prioritization and monitoring skills.
- Ability to anticipate and resolve barriers and constraints.
- Ability to administer change management.
- Possess critical analysis and thinking skills.
- Ability to work independently in a self-directed manner under frequently changing and competing requirements and work priorities.
- Experience working in a matrix, team based/collaborative environment.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.