



## Project Manager, Healthcare Claims

<b>Reports to:</b> Director of EPMO & Customer Experience		
<b>Level/Grade</b> Professional	<b>Type of Position</b> Full Time	<b>Hours/Week</b> 40 hrs/week; Exempt
<b>GENERAL DESCRIPTION</b>		
<p>The Project Manager, Healthcare Claims, is responsible for leading, and ensuring cross-team coordination for healthcare claims related projects encompassing multiple teams and applications. The Project Manager must have the ability to identify solution options to be agreed upon by project stakeholders and must maintain effective communication skills throughout all phases of the project. The role requires strong leadership, creative problem solving, thoughtful analysis and curiosity to pursue the interesting, without being distracted. The individual in this role will be expected to collaborate with and lead projects that span various departments and execution on key deliverables and milestones to generate the highest level of value and success to The Health Collaborative and its customers.</p>		
<b>JOB RESPONSIBILITIES</b>		
<ul style="list-style-type: none"> <li>• Plan, execute, and deliver project initiatives in both technical and non-technical disciplines.</li> <li>• Assist in the development of key documents, including but not limited to grants, contracts, business associate agreements, and data use agreements.</li> <li>• Performing risk assessments, requirements planning and management, and developing business requirements documents.</li> <li>• Develop and maintain reporting procedures and monitor performance in project control activities; prepare and distribute reports related to project activities, general project management, and financial issues.</li> <li>• Maintain strong relationships and communications with all key stakeholders.</li> <li>• Managing and coordinating the vendor relationships that support the technology infrastructure and environment for the organization, ensuring they meet service level agreements.</li> <li>• Facilitate the engagement of the project team, stakeholder, and subject matter experts in development of project items including project schedules based on scope, plan for deliverables and team member assignments.</li> <li>• Directs and coordinates activities related to the design, development and implementation of system enhancements and modifications.</li> <li>• Coordinates across multiple teams, both internal and external, to facilitate timely and quality implementations of IT initiatives, small and large.</li> <li>• Identify staffing needs to ensure and balance the availability of the required skills and competencies across project and program teams within the project portfolio.</li> <li>• Partner with Informatics leadership to gain alignment on roadmap and talk through impact to technical teams (staffing/skillset); understand dependencies or roadblocks to projects; incorporate technical vision and strategy into overall business roadmap.</li> <li>• Maintain awareness of new and emerging healthcare technologies and the potential for application.</li> <li>• Ensures proper use and protection of information assets by complying with the organization's information privacy and security policies to protect assets from unauthorized access and by reporting any security events or potential events or other security risks to the organization.</li> <li>• Other duties as assigned.</li> </ul>		
<b>POSITION REQUIREMENTS</b>		
<ul style="list-style-type: none"> <li>• Must have experience in Healthcare claims implementations.</li> <li>• Self-starter with excellent problem solving, analytical and organizational skills. Collaborates well with all levels of internal and external resources, ability to work directly with executives, end users and consultants. Must be able to handle many responsibilities at once with priorities. Must be able to ensure consistent performance without supervision.</li> <li>• Strong leadership and change management skills – previous management experience required.</li> <li>• Demonstrated commitment to values of integrity, customer service, innovation, and collaboration/teamwork required.</li> <li>• Demonstrated comprehensive experience leading and managing the planning, developing, testing, and implementing of software application changes.</li> <li>• Possess good understanding in the areas of programming, database design, and system architectures.</li> <li>• Ability to work well with staff members from multiple disciplines and varying degrees of technical and healthcare experience.</li> </ul>		

- Ability to work in fluid fast-paced environment and remain detail-oriented.
- Ability to manage projects of varying technical requirements and knowledge.
- Must have excellent communication and presentation skills, both verbal and written.
- Strong Project Management experience with system implementations related to claims.
- Proven problem-solving and analytical skills with an ability to approach a problem logically and systematically.
- Experience in contract development, negotiation, and execution.
- Exposure to traditional and modern data formats such as: HL7 2.x, C-CDA (CCD, QRDA, etc.), JSON, XML, Text, API, etc.
- Exposure to one or more leading business intelligence tools such as: MS SQL Server Platform, Tableau, SAP Business Objects, SAS, etc.
- Exposure to one or more leading data manipulation tools such as: MirthConnect, Perl, Python, MS SQL Server, Postgres etc.
- Must be able to sit for extended periods of time in front of a computer screen

**EDUCATION/CERTIFICATION REQUIREMENTS**

- Bachelor's degree preferably in Computer Science, Information Systems, Business Administration or related field or equivalent experience.
- Minimum of 5 years of formal project leadership in various life-cycle management methodologies.
- PMP certification and Agile experience preferred
- Proficiency in LEAN methodology and application
- Must be proficient in Microsoft applications (i.e., Microsoft Excel, Access, Word, PowerPoint, Visio, Teams) and project planning software.
- 5-7 years' experience in the Healthcare industry preferred.

**OTHER INFORMATION**

**Salary range: \$75,000-\$90,000**

**APPROVED BY** Alex Vaillancourt, CIO & SVP Informatics

**DATE POSTED** March 1, 2021

*Disclaimer: Nothing in this job description restricts the company's right to assign responsibilities to this job at any time as critical features of this job are subject to change any time.*