

## **MAeHC Project Manager**

### **Position Description:**

The primary responsibility of the Project Manager is to ensure successful implementations of clinical healthcare information systems in physician practices of all sizes. The Project Manager will work closely with our vendor partners to organize, track and achieve the completion of multiple, concurrent projects to insure that all aspects of the program get implemented and delivered according to plan. The Project Manager must be an established leader with strong and proven competencies in consulting and project management.

### **Major Responsibilities:**

- Lead healthcare systems implementations using standard project management methodologies and tools.
- Work effectively as a team lead and one of the primary customer contacts.
- Establish project plan by determining project objectives, technology, systems, and information specifications, schedules, and staffing.
- Controls project plan by approving changes, reviewing open issues, communicating essential information.
- Prepare project status reports by collecting, analyzing and summarizing information and trends.
- Lead cross-functional multi-faceted teams incorporating matrix management to develop and manage plans and adhere to scope and schedule.
- Responsible for the successful and timely execution of all tasks within an implementation.
- Provide management of overall plan and timeline, execute specific tasks within the plan, general manage others on tasks and project assignments as well coordinate critical items across project team.
- Establish clear definition of clients' implementation responsibilities.
- Work with multiple key stakeholders at community sites including senior level administrators, providers, office staff and practice managers.

### **Qualifications:**

- Strong negotiating, motivation, and facilitation skills.
- Extensive experience with project prioritization, planning, estimating, staffing, measurement, resource negotiation and optimization, scope containment, issues management, and other related processes.
- Ability to manage large scale development and implementation projects.
- Ability to identify and manage risk.
- Ability to lead through the creation of innovative strategies, methods, and approaches.
- Strong understanding of budgeting and planning.
- Strong attention to detail, process, deadlines and quality results.
- Strong team player able to negotiate compromise.
- Proven track record of meeting project timeliness/deliverables.

### **Education/ Relevant Experience:**

- Bachelor degree or relevant experience required; MBA or MS Degree a plus.
- Project Management Certification a plus.
- Minimum 6-8 years of project management / systems implementation experience.