



Exciting Opportunity for an Experienced

EHR/EMR Project Manager

Location: East Coast, US - Travel 50%

Job Description

EHR Project Manager

Under the general direction of the engagement executive, the EHR Project Manager will plan, execute, and finalize assigned projects according to strict deadlines and within budget. This includes identifying necessary resources and coordinating the efforts of team members to deliver projects according to plan.

- Provide project management support for implementation of EHR
- Lead teams to analyze current workflow processes related to patients, clinicians, and other practice staff with regards to documentation and transmission of clinical information, whether electronic or paper-based that can be managed through the EHR
- Independently analyze current workflows in this environment and properly diagnose key problems and discover improvement opportunities
- Oversee project management and logistics such as project timelines, agenda development, production and distribution of meeting minutes, and documents and preparation of reports on project status and activities to various audiences
- Communicate regularly with team stakeholders and executive sponsors about team progress toward goal achievement, critical factors, and obstacles
- Lead the work to design new workflows that will overcome inefficiencies in existing ones
- Develop the analytic and measurement strategy for projects undertaken including development of key metrics, identification of data sources, and collection of baseline data
- Collaborate with team to adjust and eventually seek consensus on newly designed workflows in a timely manner
- Design and seek consensus with the parties previously mentioned on an implementation plan for new workflows
- Coordinate and lead implementation of agreed upon workflows inside the practice
- Support training of users by developing training materials and performing training where needed
- Monitor progress of the entire EHR implementation project and provide regular updates to our client

Responsibilities

Strategy & Planning

- Define project scope, goals and deliverables that support business and clinical goals in collaboration with senior management and stakeholders.
- Effectively communicate project expectations to team members and stakeholders in a timely and clear fashion.
- Liaise with project stakeholders on an ongoing basis.

- Set and continually manage project expectations with team members and other stakeholders.
- Plan and schedule project timelines and milestones using appropriate tools.
- Track project milestones and deliverables.
- Determine the frequency and content of status reports from the project team, analyze results, and troubleshoot problem areas.
- Define project success criteria and disseminate them to involved parties throughout project life cycle.
- Conduct project post mortems and create a recommendations report in order to identify successful and unsuccessful project elements.
- Develop best practices and tools for project execution and management.

Acquisition & Deployment

- Estimate the resources and participants needed to achieve project goals.
- Where required, negotiate with other department managers for the acquisition of required personnel from within the company.
- Determine and assess need for additional staff and/or consultants and make the appropriate recruitments if necessary during project cycle.

Operational Management

- Direct and manage project development from beginning to end.
- Develop full-scale project plans and associated communications documents.
- Delegate tasks and responsibilities to appropriate personnel.
- Identify and resolve issues and conflicts within the project team.
- Identify and manage project dependencies and critical path.
- Develop and deliver progress reports, proposals, requirements documentation, and presentations.
- Proactively manage changes in project scope, identify potential crises, and devise contingency plans.
- Coach, mentor, motivate and supervise project team members and contractors, and influence them to take positive action and accountability for their assigned work.
- Build, develop, and grow any business relationships vital to the success of the project.

Position Requirements

- 4 years experience to include working in healthcare IT development or an implementation environment
- 2 years of project management experience in multi-resource, multi-personnel, and multi-disciplinary projects that involve hardware and software implementation (experience may be gained concurrently)
- Bachelor's Degree (required)
- PM experience (highly preferred)
- Excellent English language communication skills, both written and spoken, required

Personal Attributes

- Experience at working both independently and in a team-oriented, collaborative environment is essential.
- Can conform to shifting priorities, demands and timelines through analytical and problem-solving capabilities.
- Reacts to project adjustments and alterations promptly and efficiently.
- Flexible during times of change.
- Ability to read communication styles of team members and contractors who come from a broad spectrum of disciplines.
- Persuasive, encouraging, and motivating.

- Ability to elicit cooperation from a wide variety of sources, including upper management, clients, and other departments.
- Ability to defuse tension among project team, should it arise.
- Ability to bring project to successful completion through political sensitivity.
- Strong written and oral communication skills.
- Strong interpersonal skills.
- Adept at conducting research into project-related issues and products.
- Must be able to learn, understand, and apply new technologies.
- Customer service skills an asset.
- Ability to effectively prioritize and execute tasks in a high-pressure environment is crucial.
- Tenacious.

Work Conditions

- Overtime may be required in meet project deadlines.
- Sitting for extended periods of time.
- Dexterity of hands and fingers to operate a computer keyboard, mouse, and other devices and objects.
- Physically able to participate in training sessions, presentations, and meetings.
- Some travel may be required for the purpose of meeting with clients, stakeholders, or off-site personnel/management.

If interested in this position please forward your resume and cover letter to info@mdsolutionsinc.com and visit our website at MD Solutions Inc.