

Job Description

Company: Nebraska Health Network

Division: Operations

Job Title: Health-care Project Manager

Reports to: Vice President of ACO Performance and Operations

General Summary:

The Health-care Project Manager provides project management leadership, coordination, and subject matter expertise to ACO-oriented new and ongoing data projects. Responsible for gathering and validating requirements, coordinating project tasks, regular communication to project stakeholders, identifying appropriate resources needed and developing schedules to ensure timely completion of projects and processes. The position requires a clear demonstration of expertise in the areas of change management, project and time management, organizational communication, team facilitation and negotiation skills.

The Health-care Project Manager has a broad knowledge of data formats and data management processes utilized in the health-care industry and experience facilitating productive group meetings. This role is responsible for managing the timeliness and accuracy of all ACO bi-directional data feeds with providers, payers and ACO vendors.

Education:

- BA/BS degree required (business, communication, information technology, health informatics or equivalent major) or equivalent work experience.

Experience:

- 2 + years direct work experience in a project management capacity in health care or health insurance settings where clinical and/or transactional data is exchanged between entities.
- 2 + years determining and documenting business, technical and data requirements; and developing business rules and business process models in a health care or health insurance setting.
- 2 + years conducting meetings and facilitating communications with clinicians, executives, managers, and subject matter experts.
- Advanced understanding of HEDIS value sets preferred.
- Familiarity with HL7 document standards.

Knowledge/Skill/Abilities:

- Proven ability in working with data, understanding data structures/relationships, data field types, identifying causes for data integrity and reporting issues.
- Knowledge of computer systems and experience using, Microsoft Word, Excel and PowerPoint.
- Ability to manage and report on multiple projects of different sizes.
- Ability to convey goals and objectives clearly and in a compelling manner; listen effectively and clarify as needed; confirm all verbal messaging via written document; produce clear status reports; communicate tactfully and candidly.

- Ability to inspire colleagues to embrace and embed new ways of working.
- Ability to take initiative to reach out and drive changes.
- Confidence in decision-making.
- Strong analytical ability.
- Self-motivated and able to provide results with minimal supervision.

Licensure/Certification: None required.

WEIGHT DEMANDS				
Sedentary Work: Exerting up to 10 pounds of force. Sitting most of the time. Walking and Standing are required only occasionally				X
Light Work Exerting up to 20 pounds of force				
Medium Light Work Exerting up to 35 pounds of force				
Medium Work Exerting up to 50 pounds of force				
Medium Heavy Work Exerting up to 75 pounds of force				
Heavy Work Exerting up to 100 pounds of force				
Very Heavy Work Exerting in excess of 100 pounds of force				
PHYSICAL ACTIVITY				
	Not necessary for the position (0%)	Occasionally Performed (1%-33%)	Frequently Performed (34%-66%)	Constantly Performed (67%-100%)
Balancing		X		
Climbing		X		
Carrying		X		
Crawling		X		
Crouching		X		
Distinguish colors		X		
Fingering/Touching				X
Grasping			X	
Hearing				X
Keyboarding/typing				X
Kneeling		X		
Lifting		X		
Pulling/Pushing		X		
Reaching			X	
Repetitive Motions			X	
Seeing/visual				X
Sitting			X	
Speaking/talking				X
Standing		X		
Stooping/bending		X		
Twisting		X		
Walking		X		
Job Hazards	Not Related	(1%-3x3%) Rare	(34%-66%) Occasionally	(67-100%) Frequent
Chemical agents (<i>Toxic, Corrosive, Flammable, Latex</i>)	X			
Biological agents (<i>primary air born & blood borne viruses; Jobs with Patient contact; BBF</i>)	X			
Physical hazards (<i>noise, temperature, lighting, wet floors, outdoors, sharps; more than ordinary office environment</i>)	X			
Equipment/Machinery/Tools	X			
Explosives (<i>pressurized gas</i>)	X			
Electrical Shock/Static	X			
Radiation Alpha, Beta and Gamma (particles such as X-Ray, Cat Scan, Gamma Knife, etc.)	X			
Radiation Non-Ionizing (<i>Ultraviolet, visible light, infrared and microwaves that causes injuries to tissue or thermal or photochemical means</i>)	X			
Mechanical moving parts/vibrations	X			
Other:	X			