



A Family of Companies



JOB DESCRIPTION

JOB TITLE: Health Care IT Project Specialist **STATUS:** Exempt Full-Time

REPORTS TO: Vice President Clinical Transformation and Health Informatics,
Integrated Health Partners

DIRECT REPORTS: None

This job description is intended to be a general statement about this job and is not to be considered a detailed assignment. It may be modified to meet the needs of the organization.

JOB SUMMARY

This position will work across the Health Center Partners (HCP) Family of Companies. Health Center Partners (HCP) is the not-for-profit parent organization with three subsidiaries: Health Quality Partners (HQP), Integrated Health Partners (IHP) and CNECT. Health Center Partners is a membership association (established 40 years ago) that provides support to 17 health centers organizations with over 130 sites of care in Southern California. Health Center Partners is an advocate for its members who serve the health needs of communities throughout Southern California, providing them with a voice and power to serve vulnerable populations.

Integrated Health Partners is a newly-formed clinically integrated network (CIN) of 10 major health centers based in San Diego and Riverside Counties. Integrated Health Partners is a subsidiary of Health Center Partners, a nonprofit organization that represents and supports community-based health centers in their efforts to provide quality health care and related services to the diverse communities they serve. As a powerful advocate for primary health care service providers and their patients, IHP seeks to improve the health care outcomes by improving quality of care through integrating the efforts of member health centers and driving inappropriate costs out of the health care system.

Working with the IHP Informatics and Technology team, the Health Care IT Project Specialist will support the design, development, implementation and optimization of clinical information technology across the clinically integrated network and ensure alignment of health informatics and data integration initiatives with the strategic objectives of the company. This includes working directly with data owners to track and monitor the process of a data integration projects from inception through implementation, adoption and stabilization.

Interactions and responsibilities include working with internal management and support staff, external 3rd party vendors and health center teams to document and communicate requirements, project status, and next steps. The candidate must be organized and able to monitor multiple projects simultaneously. In addition, the candidate must have a professional demeanor, be capable of working with all levels organizational leadership and staff and be skillful in communicating project updates, delays or changes in priorities.

ESSENTIAL JOB FUNCTIONS

- Coordinate and facilitate implementation of selected clinical informatics and technology initiatives for IHP leadership and participating health centers.
- Work closely with 3rd party vendors, consultants, health center project managers and assigned support staff to maintain communication and minimize project delays.
- Troubleshoot and make recommendations with management and project teams on priorities, technical problems, need for support and resources, and timeline feasibility.
- Coordinate and conduct regular meetings for the life cycle of completing project deliverables, including documenting meeting minutes, action items, and feedback cycles.
- Collect required documentation from project teams and data owners to meet contractual requirements and ensure integration of necessary data feeds.
- Coordinate training plans for the roll-out and adoption of new technology initiatives for health centers and internal support staff.
- Provide support for IHP's Informatics & Technology Committee and related activities including management of meeting logistics, development and maintenance of a file share site, and ensuring appropriate follow-up and communication for the life cycle of clinical technology initiatives with other IHP Committees.
- Performs other duties as assigned.

EXPERIENCE/QUALIFICATIONS

- Bachelor's degree in business, healthcare administration, technology, finance, or related field or equivalent combination of education and progressive work experience in healthcare technology and/or financial services.
- One to three years project management experience in a healthcare environment.
- Experience in transitioning IT related platforms (i.e. EMR, practice management software, business intelligence tools) in a primary care clinic or across a clinically integrated care delivery environment preferred.
- Strong understanding of agile/scrum methods, as well as proficiency in project management software, such as MS Project Management, Visio, Word, Excel.

PHYSICAL REQUIREMENTS

- Ability to sit or stand for long periods of time
- Ability to reach, bend and stoop
- Physical ability to lift and carry up to 20 lbs.
- Hand and wrist dexterity to utilize a computer
- Voice and hearing required to use a computer and communicate during teleconferences

CUSTOMER RELATIONS

- Maintain professional working relationships with all levels of staff, clients and the public
- Be part of a team and cooperate in accomplishing department goals and objectives

HIPAA/COMPLIANCE

- Maintain privacy of all patient, employee and volunteer information and access such information only on as need to know basis for business purposes
- Comply with all regulations regarding corporate integrity and security obligations. Report unethical, fraudulent or unlawful behavior or activity
- Adhere to organizational policies and procedures regarding data sharing

I acknowledge that I have read and understand this job description. My signature below certifies that I am able to perform the essential duties and responsibilities of this position. I have also discussed any accommodations that I feel I might need to allow me to perform these essential functions. Additionally, I agree to abide by the policies and procedures established by Health Center Partners of Southern California.

Signature

Date

Employee Name (please print)