



Senior Project Manager

Position: Senior Project Manager

Business Area: All Business Units

Reports To: The Enterprise Project Management Office

Classification: Full Time, Exempt

Position Summary

Position Summary: Under the HSX Enterprise Project Management Office, the Senior Project Manager at HealthShare Exchange (HSX) manages, plans and implements assigned projects across the organization with a specific focus value-based program service. The Senior Project Manager will work closely with the HSX Leadership Team and members of the HSX implementation, engagement and adoption and operations teams to develop, implement and deploy HSX services for participating health system, health plan and other healthcare organizations.

To Apply:

Please send your resume and a cover letter to jobs@healthshareexchange.org

Responsibilities

- Under the direction of the HSX Senior Director of Member Services, lead large, strategic cross-functional projects, including multi-year initiatives or deploying existing services to HSX membership.
- Plan, coordinate, monitor and implement HSX projects and services.
- Develop full scope project plans for implementations and services.
- Adherence to scope management and change control processes; assess and evaluate scope changes for feasibility and impacts on commitments. Negotiates and manages scope to ensure commitments are achieved within agreed upon time, cost, and quality parameters.
- Define project tasks and identify resources in support of all HSX projects assigned.
- Identify and track project goals, timelines and action items.
- Effectively communicate project status and material plan changes to all project stakeholders including technology and business, through regular project update, emails, and periodic stakeholder status meetings; Communicate effectively with all project team members;
- Capture, publish, maintain and communicate roadmap and material changes to the roadmap throughout the year;



- Facilitate and manage the Interoperability by coordinating testing with participants and maintaining testing matrix.
- Estimate and track project financials; effective at resource and capacity planning Experienced at identifying risks, issues, and mitigation plans and working with leadership to drive to resolution.
- Conduct quality assurance (QA) on health plan claims data submission to ensure the files meet the required specifications. Work with data submitters to improve the quality and consistency of the data.
- Schedule and facilitate HSX Business Meetings Go-Live for implementations and services with technical, clinical and or business leaders from HSX and participating organizations as required.
- Assist with recruitment efforts as HSX continues to grow across the region and help to implement HSX services for these entities.
- Assist with the creation of materials that support educating members and participants about how HSX services support value-based programs.
- Review and update HSX specification documents and testing plans periodically to ensure that they are current.
- Assist Technical Operations with scheduling and coordinating product updates and infrastructure upgrades.
- Supervise assigned Project Managers on implementation projects.
- Train coach assigned operations support staff, interns, project assistants, and provide ongoing support and oversight to their work.
- Facilitate user groups, workgroups and committee meetings with the membership and their respective vendors, as necessary.
- Implement the policies and procedures for onboarding the participating health plans to the vendor reporting tool.
- Plan, coordinate, monitor and implement HSX projects and value- based program services.

Additional Responsibilities

- Maintain a professional, trusting relationship with coworkers, members, vendors and healthcare stakeholders.
- Maintain professional, policy, and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; benchmarking state-of-the-art practices; participating in professional societies.
- Recommend information strategies, policies, and procedures by evaluating organization outcomes; identifying problems; evaluating trends; anticipating requirements.



- Build expertise quickly in complex and challenging situations and prioritize across multiple project deliverables with a sense of urgency;
- Assist in internship program by assisting in recruiting, selecting, orienting, and training interns;
- Maintain a safe and secure work environment

Qualifications

Required

- A bachelor's degree in Computer Science, Project Management, Business or related field and a minimum of five (5) years of project management and leadership experience or an equivalent combination of education in a healthcare related field.
- Experience and eight (8) to ten (10) years of software delivery project management experience. Good understanding of multiple Software Development Life Cycle (SDLC) methodologies including Waterfall and Agile.
- Exemplary core IT project management skills including multiple aspects of the Project Management Body of Knowledge (PMBOK) Project Management qualifications.
- Managed project finances in accordance with a budget.
- Business development support experience.
- Excellent organizational and time management skills.
- Excellent written and oral communication skills with experience in public presentations.
- Knowledge of and level of expertise in public and private value-based payment programs.
- Able to work both independently and collaboratively with multiple stakeholders.
- Able and willing to travel.

Preferred

- A Master's degree in Business Administration, Health or Hospital Administration or related field.
- At least five (5) years of project management experience and relevant industry certifications.
- Knowledge of technology and information systems planning, life-cycle and implementation.
- Project Management Professional (PMP) Certification and or Lean Six Sigma Certification desired.
- Experience with project management software

- Experience in Healthcare industry and familiarity with Health Information Exchanges and Health Information Technology (HIT) a plus.

Attributes

- Ability to manage multiple stakeholders effectively and work collaboratively.
- Ability to communicate effectively.
- Good interpersonal skills.
- Strong problem solving and critical-thinking skills.
- Ability to work independently with minimal supervision.
- Highly motivated.