

Health Systems Project Specialist

The Fund for Public Health in New York City, (FPHNYC) is a 501(c)3 non-profit organization that is dedicated to the advancement of the health and well-being of all New Yorkers. To this end, in partnership with the New York City Department of Health and Mental Hygiene (DOHMH), FPHNYC incubates innovative public health initiatives implemented by DOHMH to advance community health throughout the city. It facilitates partnerships, often new and unconventional, between government and the private sector to develop, test, and launch new initiatives. These collaborations speed the execution of demonstration projects, effect expansion of successful pilot programs, and support rapid implementation to meet the public health needs of individuals, families, and communities across New York City.

PROGRAM OVERVIEW

The Primary Care Information Project (PCIP), a bureau within the NYC Department of Health and Mental Hygiene (DOHMH), is devoted to improving population health by supporting and promoting primary care for all New Yorkers. PCIP operates the New York City Regional Electronic Adoption Center for Health (NYC REACH) by assisting New York City providers through quality improvement and other support services focusing on the efficient use of electronic health records (EHRs), such as Meaningful Use support, revenue cycle management, and data security. To find out more about this ground-breaking project visit us at www.nycreach.org.

POSITION OVERVIEW

As a **Health Systems Project Specialist**, you will be responsible for providing NYC REACH members with EHR Incentive Program project management support, Meaningful Use guidance, Patient-Center Medical Home (PCMH) assistance, and other Practice Transformation/Quality Improvement activities. This will require frequent contact with health systems, hospital networks, and various program and project teams within PCIP and throughout the New York City Department of Health.

The ideal candidate will have exceptional client management skills, project management experience, quality improvement program knowledge, analytical expertise, and ability to solve complex problems in an evolving healthcare landscape.

RESPONSIBILITIES

Major duties include:

- Supporting a caseload of accounts with adoption and utilization of health information technology
- Meeting the requirements of various recognition programs including Meaningful Use, PCMH, and other Quality Improvement/Practice Transformation initiatives.
- Trending data to identify opportunities to accelerate Meaningful Use achievement and Quality Improvement milestones.
- Utilizing a Customer Relationship Management (CRM) database, project management software and other tools to track the progress of program achievement.
- Assisting with the management of relationships with health system organizations, external vendors, and other teams within PCIP.
- Developing and delivering presentations and trainings in group settings and via webinars to internal and external audiences, including organizing and hosting user group meetings quarterly.
- Serving as a liaison between health systems and external partners/regulatory organizations.
- Planning, organizing, leading and completing special projects as needed.

QUALIFICATIONS

Required Skills:

- Bachelor's degree; Master's degree a plus.
- Excellent time management, attention to detail, organizational and communication skills.
- Exceptional customer service and relationship management skills.
- Must be willing to travel within the 5 boroughs of New York City, and occasionally work nights and weekends.

Preferred Skills:

- Two plus (2+) years of project management experience.
- Experience completing or leading quality improvement initiatives in a clinical setting.
- Knowledge of principles related to Meaningful Use.
- Knowledge of principles related to Patient Centered Medical Homes.
- CRM and electronic health record experience.
- Proficiency with Microsoft Office Suite including PowerPoint and Excel.
- Proficiency with Microsoft SQL Server.
- Interest and knowledge in the health IT space.

SALARY AND BENEFITS

FPHNYC offers a comprehensive benefits package. The salary range for this position is commensurate with experience.

ADDITIONAL INFORMATION

There is potential for this position to transition to DOHMH and therefore candidates must meet DOHMH eligibility requirement including NYC residency.

TO APPLY

To apply, send Resume, with Cover Letter, including how your experience relates to this position, to publichealthjobs@fphnyc.org indicating "**Health Systems Project Specialist_ your name**" in subject line.

The Fund for Public Health in New York City is an Equal Opportunity Employer and encourages a diverse pool of candidates to apply.