



healthlinkny
Your link to Statewide Health Information

Job Description

Job Title: Project Coordinator

Location: Binghamton Office

Reports to: Chief Information Officer

Employment Status: Regular, Full-Time

Classification: Exempt

Salary: \$52K-\$58K

About HealthlinkNY:

HealthlinkNY is a Qualified Entity (QE), funded by the New York State Department of Health (NYS DOH), which operates a health information exchange (HIE) as well as population health improvement programs (PHIP), supports healthcare delivery reform (DSRIP) and fosters collaboration for a region spanning the Hudson Valley, Catskills, and Southern Tier of New York. The HealthlinkNY HIE offers electronic access to patients' community-wide health records and serves as the region's access point to the Statewide Health Information Network of New York (SHIN-NY), supporting collaboration between healthcare providers across the state. For more information please visit www.healthlinkny.com

Nature and Scope of the Position:

Independently coordinates and facilitates the implementation of assigned projects using resources from various project teams, IT departments, clinicians, and vendor implementation teams. Provides liaison between the project director(s), the project team, multiple health systems, multiple physician practices, the vendors, and interfaces with clients at all levels.

Main Responsibilities:

- Participates in the planning and coordination of the HealthlinkNY clinical information system projects including gathering requirements and planning for system design, testing, implementation, integration, training, support and maintenance of assigned project area.
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- Assists in the formulation of project objectives.
- Develops and maintains project plans and all associated written documentation / project artifacts tied to the project – maintained on the SharePoint site.
- Manages customer relationships and resolves customer issues to ensure customer needs are met while maintaining control of the project



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- Manages and controls project and project staff to ensure project deadlines are met, escalates issues for appropriate and timely resolution, and adheres to project management methodologies. Tracks actual project performance against planned performance, analyzes variances, and reports progress.
 - Provides continuous risk management enabling proactive decisions and actions to mitigate project scope, schedule, and budget overages / changes.
 - Facilitates communication of up-to-date work progress across key stakeholders to enable timely attainment of assigned project milestones and setting of realistic expectations.
 - Assisting with special projects as needed.

Education:

Bachelor's degree in Computer Science required; or equivalent experience. Master's Degree, preferred.

Qualifications:

- Knowledge of Health Information Exchange (HIE) and integrating the Healthcare Enterprise (IHE) Specifications, preferred.
- Project management certification (PMP or similar), preferred.
- Hospital or Healthcare IT related experience, preferred.
- Minimum of three (3) years related experience, preferred.
- Strong analytical, process flow, problem solving, communication, customer relationship, organization, project management and conflict resolution skills, required.
- Must be able to work on multiple projects with competing due dates simultaneously.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, and reach with hands and arms. The employee may occasionally lift up to 20 pounds.

HealthlinkNY is committed to the fair and equal employment of individuals with disabilities under the Americans with Disabilities Act (ADA). It is HealthlinkNY's policy to provide reasonable accommodation to individuals with disabilities who are qualified for the job in question unless the accommodation would impose an undue hardship on the organization.



Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

To Apply:

Please send resume and cover letter to info@healthlinkny.com or apply via Indeed job posting.