



JOB TITLE	Project Manager
INDUSTRY	Health Care
JOB LOCATION(S)	JACKSONVILLE, FL /LENEXA, KS
STATUS:	FT/EXEMPT

ABOUT CAPTIFY HEALTH

Captify Health improves the value of digestive health care with technology-enabled services for physician practices, health plans and health systems. We help our clients to extend evidence-based care and effective cost management across populations to drive better outcomes in Digestive health care.

SUMMARY OF POSITION

The Project Manager oversees preparation activities for project delivery, change management, post-implementation reviews and lessons learned. The Manager coordinates implementation-related communications with all impacted stakeholders.

ESSENTIAL FUNCTIONS

- Manage the scope and timelines per the contract and responsible for delivering projects on time and on budget.
- Provide timely resolution of issues and mitigation of risks.
- Develop and communicate project status, metrics, and reporting with clients and executive leadership in accordance with contractual requirements.
- Investigates, analyzes and recommends solutions for client implementation issues, including additional staff on-site visits, when appropriate.
- Oversees and coordinate the execution of training.
- Liaison between business and technology team members with customer-facing responsibility.
- Understands and manages stakeholder expectations within the scope of the Statement of Work.
- Facilitates, schedules, and participates in meetings as needed with project staff, project sponsor, and others.
- Develops and maintains a collaborative relationship with the project sponsor(s) to ensure appropriate programmatic input is obtained and utilized.
- Oversees a team of Subject Matter Experts (SMEs) providing leadership and guidance to address questions and issues in regards to business or technical areas. SMEs may include project team members, consultants, staff, external partners, and other participants.
- Ensures all project activities fall within the approved Statement of Work.
- Other duties as assigned



EXPERIENCE AND REQUIRED SKILLS

- 5-years project management experience in healthcare technology
- PMP certification required
- Strong project management skills. Demonstrated ability to manage complex, multidisciplinary projects.
- Strong customer service background.
- Detail oriented, with excellent verbal, written, interpersonal and presentation skills.
- Excellent organizational and time management skills.
- Healthcare experience helpful.
- Computer skills including the Microsoft Suite (Excel, Word, PowerPoint, Outlook, MS Project, and Visio.)
- Bachelor's degree preferred OR related experience.
- Strong knowledge of Healthcare Industry.
- HIPPA EDI transaction experience a plus.
- Training and implementation experience.