JOB DESCRIPTION

Job Title: Health IT Project Specialist
Division and/or Department: Healthcare Transformation
Pay type: ☒ Salaried or ☐ Hourly
Preferred FTE: ☒ Full time; ☐ 75-80%; ☐ 50%; ☐ Other:
Job is budgeted as ☒ Regular; ☐ Limited term; ☐ Other:

JOB SUMMARY

1. Reports directly to: Healthcare Transformation Program Manager
2. Direct reports to this position include:
   - None
3. Other individuals or MetaStar staff with whom the person works on a regular basis:
   - VP of Healthcare Transformation
   - Administrative Assistants
   - Other Project Specialists
   - Participating healthcare providers
   - WI Department of Health Services staff and contractors
   - Federal partners, including ONC and CMS
   - Other MetaStar stakeholders
4. Key responsibilities:
   - Identify challenges related to health information exchange, care coordination, and quality improvement and design and implement educational efforts to address them
   - Recruit physician offices for participation in grant-funded health IT and quality improvement projects
   - Provide technical advice and assistance to participating providers involved in the selection, procurement, and meaningful use of certified electronic health record (EHR) technology
   - Build and maintain expertise about promoting interoperability and the EHR Incentive Programs
   - Assist physician offices in building capacity and redesigning care processes to improve readiness for healthcare reform activities, such those related to behavioral health, long-term care services, and/or opioid use disorder
   - Provide expertise in the development of services and intervention strategies
   - Act as a trusted adviser and key point of contact for physician offices, including small, independent clinics, rural health clinics, federally qualified health centers, critical access hospital-owned clinics, and large health systems
   - Provide guidance and project management assistance to physician offices throughout EHR adoption and meaningful use phases
- Gain familiarity and maintain knowledge of the primary EHR vendor products in the state
- Act as a liaison between physician offices and vendors
- Track progress of practices and support movement of the process
- Measure effectiveness of interventions and monitor internal quality control metrics
- Provide best practices for EHR system use and workflow redesign
- Teach and implement quality improvement tools and techniques to improve provider efficiency and effectiveness, as well as patient outcomes
- Educate healthcare providers about the requirements of meaningful use and Promoting Interoperability Programs
- Communicate progress or concerns to the Program Manager and other necessary staff as needed
- Collaborate with multiple local, state, and national partners, including organizations leading efforts related to health information exchange
- All other duties as assigned

**ORGANIZATIONAL CORE COMPETENCIES:**

- Contributes to MetaStar’s Mission, Vision, Values
- Uses Quality Improvement Concepts in Daily Practice
- Provides Excellent Customer Service
- Shows Initiative

**QUALIFICATIONS, REQUIREMENTS, ETC.**

**Training/Education/Skills**

- Bachelor’s degree in related field or equivalent certifications
- Must be able to troubleshoot issues and propose solutions
- Ability to establish and maintain credibility with the practices
- Excellent communication and presentation skills
- Excellent project management and organization skills
- Ability to work well independently and within a team structure
- Able to rely on experience and judgment to plan and accomplish goals
- Valid Wisconsin Driver’s License
- Interest and availability for in-state and overnight travel

**Experience Preferred**

- Strong analytical, communication, and team-building skills
- 1+ years of physician office or EHR implementation experience
- Experience managing multiple projects/priorities
- Knowledge of health IT, health information exchange, and/or EHRs
- Experience with process improvement and/or quality improvement methodologies
- Familiarity with reporting for the EHR Incentive Programs, Patient-Centered Medical Home, Accountable Care Organizations, and/or PQRS
- Experience with data analysis and quality reporting
- Able to develop and maintain effective interpersonal relationships

Interested parties should either send resume & cover to jobs@metastar.com; or, mail to: MetaStar, c/o HR, 2909 Landmark Place, Madison, WI 53713

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