



Building Companies. One Placement at a Time.

Our Client Seeks:

PROJECT MANAGER

The primary responsibility of the Project Manager is to execute and manage the implementation of Athenahealth's clinical offering in physician medical practices. In performing this responsibility, the Project Manager will be assigned to multiple implementations simultaneously, which could be in various regions of the country. This position requires 60% to 80% nationwide travel.

The Project Manager will report directly to a Professional Services Manager.

Responsibilities may include, but are not limited to:

- Independently develop, manage, execute, and own overall project plan and timelines for key deliverables
- Lead and manage project team to ensure timely and effective completion of project assignment and other tasks
- Direct implementations and serve as primary client contact on implementations
- Establish clear definition of clients' implementation responsibilities and Athena's responsibilities with each client
- Establish a clear understanding of client's key metrics prior to an Athena implementation and determine clear quantifiable expectations for the customer once fully implemented on AthenaNet
- Perform general practice, workflow, and staffing assessments of prospective client organizations
- Collaborate in the ongoing development of the implementation process and other client services the team provides
- Collaborate in the ongoing development of training materials and curricula
- Organize and lead training sessions
- Administer Athena end user proficiency tests
- Provide on site support during the "go-live" period
- Provide consulting services to Athenahealth clients
- Collaborate with other Athena departments to ensure coordination and completion of all additional implementation related tasks
- 60% to 80% nationwide travel

Qualifications

- Bachelor of Arts or Science Degree required (Masters Degree preferred)
- 3-to-5 years of project management experience
- Willingness/comfort with 60% to 80% travel
- Demonstrated project management skills including the ability to plan a project and operate within plan and budget
- Demonstrated ability to lead and influence others to achieve desired results
- Demonstrated ability to perform assessments and present findings to audiences of varying skill set and knowledge base
- Healthcare, medical group operations and/or medical billing experience or knowledge preferred or demonstrated ability to quickly learn a new industry

- Ability to keep track of numerous detail-intensive, interdependent tasks and ensure their accurate completion
- Ability to train users with varying degrees of comfort with computer applications

Required of all Employees of the Professional and Client Services Department:

- Skills necessary to obtain Athena-certified trainer level knowledge and complete understanding of the latest version of the AthenaNet application
- Solid mastery of revenue cycle management
- Advocate for clients within Athena and for Athenahealth with clients
- Understanding of physician practice operations
- Solid understanding of the implementation process and the various interdependencies between operations and technology both internal and external
- Solid mastery of the different Product Types and Service Offerings
- Solid mastery of training techniques and other client-facing skills
- Solid understanding of internal operations and their support of and service to clients
- High level understanding of the intranet and other internal operations systems at Athenahealth
- Understanding of an ASP model as it relates to a practice management system
- Mastery of the following Microsoft Office applications, including Outlook, Excel, and Word proficiency with PowerPoint and Access; and an understanding of Visio
- Strong data collection and financial analysis abilities with regard to benchmarking information and practice management operational assessments
- Strong ability to identify potential issues and participate in their resolution
- Excellent problem solving and investigative skills
- Excellent organization and time management skills
- Excellent client-facing skills and the ability to simultaneously champion the cause of the client and serve as an Athenahealth advocate

FOR MORE INFO CONTACT:

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