Operations Manager, I-HITEC - West Lafayette - Healthcare Technical Assistance Program (Job Number: 1000146)

Description
This is a new position to support the $14 million ARRA award to establish the Indiana-Health Information Technology Extension Center. The Center will assist 2200 Indiana priority primary care physicians with the implementation of electronic health records and achieving meaningful use by 2012. The Center will also provide education and outreach to another approximately 4,000 primary care physicians. The Center will consist of approximately 50 employees.

This position will be responsible: to recruit, supervise, mentor and manage a staff of full time professionals engaged in project and account management; for project and account management as well as writing and executing contracts with providers; for negotiating and executing vendor contracts for participation in the group purchasing organization; for assuring regulatory compliance with HIPAA and other pertinent healthcare related regulations pertaining to EHR's; and will maintain provider relationships and assuring satisfaction of providers in delivery of the I-HITEC services. This position will report directly to the Director of I-HITEC.

Qualifications

Required:
Bachelor's degree in a health related field.
Will consider business or related degree in lieu of health field, if demonstrated related experience in healthcare field is evident.
Minimum of five years of experience working with a variety of healthcare providers.
Experience in project and account management.
Experience in formulating and executing contracts.
Knowledge of healthcare practices, healthcare systems, and regulations.
Consulting, contract development, work statement preparation skills necessary.
Knowledge of HIPAA and other healthcare related regulations.
Knowledge of business and management principles involved in strategic planning, project management, resource allocation, leadership technique, and coordination of people and resources.
Ability to work effectively, develop and maintain cooperative and constructive relationships with diverse groups of people at all levels of the organization and with external constituents.
Excellent organizational and time management skills.
Ability to respond quickly and effectively in a fast paced work environment.
Excellent verbal and written communication skills.
Office computer skills.

Preferred:
Master's degree or MBA.
Healthcare administration experience.
Experience working with Group Purchasing Organizations and knowledge of electronic health
records systems.

Additional Information:
This position is currently funded until 1/31/2012; continuation beyond this date is dependent upon continuation of funding.
This position requires approximately 50% travel within Indiana and may occasionally require travel out of state.
Professional appearance and integrity is required.
A check of criminal conviction records will be made for employment in this position.
Valid driver's license necessary.
The office location is on the Purdue main campus in West Lafayette, Indiana.
FLSA: Exempt (Not Eligible For Overtime)
Retirement Eligibility: TIAA/CREF Contributions Immediately