



POSITION TITLE: PRACTICE TRANSFORMATION SPECIALIST

REPORTS TO: CHIEF OPERATING OFFICER, IMPERIUM

FSLA STATUS: EXEMPT

DEPARTMENT: IMPERIUM HEALTH MANAGEMENT

POSITION SUMMARY: Practice Transformation Specialist provides operational support to Imperium client services team working to provide ground level tactical assistance to help ensure the launch and management of initiatives at client practices. The candidate will play a support role working with provider groups towards improving quality scores, patient outcomes and fiscal performance.

QUALIFICATIONS:

1. Hands-on individual with great attention to detail, high personal accountability, and strong drive to develop him/herself while learning our business model.
 2. Bachelor's degree preferred.
 3. Healthcare experience desired.
 4. Strong organizational skills.
 5. Excellent written and verbal communication skills.
 6. Requires travel to local clients on daily basis and may require travel within the state.
 7. Knowledge of HEDIS, Medicare, and ACO practice management preferred.
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POSITION RESPONSIBILITIES:

1. Works with provider office staff to operationalize strategies to improve.
2. Tracks and updates information to ensure performance metrics are met.
3. Manages remote connectivity to practices electronic medical record system, working with client and larger organization on account/user management.
4. Collects data from practice charts or electronic medical record system to close quality gaps.
5. Creates ad-hoc reports.
6. Coordinates meetings with provider practice staff or physician group.
7. Provides training and coaching on operational best practices.

8. Performs targeted quality control and quality assurance reviews of clients' documentation and workflow.
9. Actively participates in daily team meetings, provide input on practice performance.
10. Supports other team members in accomplishing their objectives.

I have read the above job description and have been given the opportunity to ask questions regarding position responsibilities. I understand that failure to comply with the outlined job responsibilities could result in disciplinary action.

EMPLOYEE SIGNATURE: _____ **DATE:** _____