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Position Description for Meaningful Use Coordinator

Position Description

Position Title: Meaningful Use Coordinator, Compliance

Department: Compliance and Risk Management

Location: Ackerman

Reports To: Sr. Compliance Director

Date: 3/22/2011

Purpose: This position is responsible for the implementation, administration and maintenance of organizational compliance with governmental regulatory programs affecting healthcare information technology and payment systems. The position must maintain a working understanding of governmental regulatory programs and work collaboratively with a cross-functional team comprised of Clinic Operations, Revenue Cycle and Information Technology resources to determine needs and constraints while reporting project status, overseeing management of issues and risks, and planning/delivering communication to project stakeholders.

Requirements: Must have a bachelor's degree in business, healthcare, or related field and at least five (5) years of progressive, relevant experience related to clinical operations, IT projects, or healthcare finance. Demonstrated project management experience on large, complex IT projects, and previous experience in and knowledge of the academic healthcare environment. Demonstrated ability to plan, organize, coordinate, direct and control all aspects of projects. Ability to make administrative/procedural decisions and provide guidance and leadership to professional personnel with supervisory responsibilities in areas of expertise. Understanding of medical coding. Excellent written and oral communications skills, including the ability to give presentations to executive management. Strong interpersonal and conflict resolution skills. Experience working with electronic medical records software.

Preferences: Master's degree in business, healthcare, or related field. Proficiency with Microsoft Office products, including Excel and Access. Experience working with Epic electronic medical record software.

Duties and Responsibilities:

Meaningful Use Coordination

- Implements ARRA Meaningful Use functionality across the OSU Physicians practices.

- Works closely with the practice plan administrators, physicians, and Epic application support teams to ensure the required contractual support requirements are in place.
- Implements monitoring tools, and communicates with external entities such as Center for Medicare and Medicaid Services (CMS) and the Ohio Department of Job and Family Services (ODJFS) on the interpretation of the regulations. Communicates with software vendors on technical, operational and practical requirements, and with various professional associations such as COHIE and MGMA on industry interpretation and support.
- Trains physicians individually or in group settings on the regulatory requirements and on the proper use of the system.
- Attendance, promptness, professionalism, the ability to pay attention to detail, collaboration with co-workers and supervisors, and politeness to customers, vendors, and patients.
- Other duties or special projects as assigned.

Project Leadership

- Identifies and develops tools that will be used for measuring, monitoring and reporting project performance, including feasibility assessments.
- Develops and maintains project charter in accordance with approved scope changes.
- Collaborates with University steering committees on project status and guiding principles.
- Maintains close working relationships with the leadership teams at the Ohio State University Wexner Medical Center (OSUWMC) to ensure that process and policy changes are being implemented per regulatory guidelines.
- Develops reports and materials required for the State Department of Information Services and other public entities where applicable.

Project Management

- Develops a detailed project plan based on analysis of tasks, staffing requirements, interdependencies and timelines.
- Develops and maintains a contingency plan for each key milestone in the project plan, specifying actions to be taken in the event that the milestone is missed.
- Provides oversight of project plan. Ensures regular maintenance and updating by responsible project manager and team leads. Summarizes status of achievement against milestones on a bimonthly basis for Implementation Steering Committee. Implements contingency plans as needed.

- Communicates project status, key issues and risks to leadership, identifying issues requiring resolution.
- Manages performance requirements and escalates issues to the OSUP and OSUWMC leadership as necessary.
- Ensures effective project accounting, including an assessment of project performance (value) measured as expenditures compared to milestones. Reviews and approves unplanned project expenditures; reviews all project invoices.
- Oversees management of key project risks and issues.