



Position Description & Requirements

Position/Title: Practice Improvement and Implementation Specialist, Femwell Group Health

Department: Practice Improvement and Implementation Specialist

Required Time Commitment (Full Time/Part Time): Full Time, eligible for paid time off (PTO), 401K benefits and medical benefits.

Job Description: As a key member of Femwell's Practice Improvement and Implementation team, this team member will be responsible for partnering with the implementation manager and other team members to ensure the successful integration of our services.

Essential Responsibilities/Job Functions: **NOTE: The list of tasks is illustrative only, and is not a comprehensive list of all functions and tasks performed by this position.*

- Responsible for configuration/ testing and go-live processes
- Have accountability for successful implementation of new practices
- Provide training and end-user support during and after the go-live
- Perform on-site analysis of practice workflow using consultative approach- preparing detailed reports and analysis
- Provide practice management improvement services using in-house standardized processes
- Completion Femwell 360 Practice Checkup and Recovery
- Deliver software and revenue cycle management solutions to our clients
- Offer highest level customer service by coaching, mentoring and advising
- Work closely with internal teams
- Maintain a comprehensive understanding of Femwell's services and how they meet our client's needs
- Communicates project status, risks and issues to the leadership

Required Skills & Qualifications:

- BA/BS or equivalent 3+ years experience in healthcare required
- Previous account revenue cycle management experience 3 years minimum required
- Knowledge of Excel and Power Point
- Strong business and analytical skills
- Working knowledge of health management practices and software
- Superb presence
- Exceptional written/email communication and public speaking skills
- Must be detail-oriented, well organized, have a positive attitude, and the ability to learn and adapt
- Must be able to manage multiple projects, solve problems, and involve additional resources as needed
- Proven ability to build internal and external relationships and interface with all levels of an organization
- Able to travel 60% of the time to our client areas
- Able to maintain client confidentiality

Reporting and Salary:

- Reports to: Ria Trujillo-Camprubi; Director of Practice Improvement and Implementation

Hours- 8:30a - 4:30pm