



Position Title: Project Coordinator

Status: Full-Time

FLSA: Exempt

Reports To: Vice President of Project Operations

Location: Burbank, CA

Company Overview: Health Data Vision, Inc., is a fast growing tech company that provides a SaaS-based healthcare analytics platform for medical records analysis and targeted solutions for HEDIS® Hybrid, Medicare and Exchange Risk Adjustment and comprehensive, year-round clinical data analysis efforts as well as RADV Audits. The platform provides flexible scalable workflows and automation for medical records-intensive project needs of health plans in the United States.

Job Summary: Project Coordinators at HDVI can be located anywhere in the United States and will report to the Vice President of Project Operations. Project coordinators will have accountability for assisting in the management of on-time, high quality project deliverables for HEDIS, Risk Adjustment and consulting projects. The project coordinator primary responsibility is assisting in maintenance of project documentation, plans and reports as assigned. This position will become familiar with MRCS and learn to setup up client users and be a liaison to help resolve user issues by coordinating with the IT department as needed. This role will coordinate and attend project meetings and manage meeting materials and minutes distribution. Additionally, the project coordinator will assist in monitoring project progress.

The Project Coordinator must have excellent time management, communication and organizational skills. The individual must be familiar with data analysis, presentations and communication to various management levels. This self-driven individual must be flexible, thrive in a fast-paced, entrepreneurial environment, be able to work within an interdepartmental team and external clients.

Responsibilities Include:

- Responsible for the assisting in day-to-day management of multiple projects (including but not limited to meeting coordination, keeping and distributing meeting minutes, assisting in monitoring project progress through analytic reports, providing MRCS user support, and other administrative tasks as needed)
- Assist in project issue logs. Include the communication of issues and the resolutions to HDVI management and clients.

- Accountable for creating a culture of compliance, ethics and integrity.
- Provide additional research and analysis as required
- Maintain an active presence on social media representing HDVI

Preferred Skills:

- Ability to adapt to constantly changing priorities in managing a wide range of projects.
- Must be able to work independently and in a team environment. Builds strong cross-functional and client relationships.
- Excellent written, communication and presentation skills with the ability to explain and write complex information.
- Experience with analyzing data result reports
- Proficiency in using the following software applications: MS Word, Excel, PowerPoint, web-based/SaaS tools, and MS Outlook (email, calendar, etc.)

Required Experience / Education:

- Combined education and work experience that demonstrates key project management skills in time and resource management, effective communication both written and verbal, experience with presentation development and/or execution, and willingness to learn new things.
- Customer service experience a plus
- Bachelor Degree required.

Interested Candidates should send a resume to: careers@healthdatavision.com

All qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability or protected veteran status, other protected status, or any other characteristic protected by local, state or federal laws, rules or regulations.