

Job Description

JOB TITLE: Implementation Consultant

LOCATION: Open

GENERAL SUMMARY OF DUTIES: This position has responsibility for overseeing the implementation process to include communication, project management and business analysis. As an Implementation Consultant, the candidate will be expected to coordinate a team composed of a Contract Analyst, Integration Engineer, Trainer, Developers, and third-party analysts to complete the client implementation in a timely and high quality fashion. Moderate to extensive travel to client locations is necessary.

SUPERVISION RECEIVED: Reports to the Manager of Implementation.

ESSENTIAL FUNCTIONS:

- Acts as the client's primary point of contact for MPV during the implementation.
- Coordinates and leads meetings and presentations at the client's site as well as conference calls.
- Observes workflow processes, provides consulting services on best practices, obtains practice management system and contracting information and sets client expectations about the implementation process.
- Creates an implementation timeline including all tasks that need to be completed for a successful client launch. Closely manages the completion of all implementation tasks to achieve an on-time Live date.
- Assists in obtaining contracting information from the client.
- Performs workflow process analysis and documents results.
- Schedules client training session in accordance with the implementation timeline.
- Manages communications and meetings with internal team members.
- Performs a professional and thorough transition of the client to the Account Manager after completion of the implementation.
- Helps establish/recommend implementation processes and policies.

EDUCATION: Bachelors degree or greater in related field, or equivalent education and experience.

EXPERIENCE:

- Minimum 3 years experience working directly with clients including managers and executives.
- Project management experience.
- Knowledge of health care reimbursement.

SKILLS:

- Strong interpersonal and communication skills, capable of training users in complex topics, making presentations and interacting positively with upper management. Independent problem solving and self-direction are critical.
- Comfortable with managing a team of 4 to 7 members toward a specific goal.
- Understanding and experience with workflow and business process analysis.
- Works well in a team oriented structure to achieve goals.

ABILITIES:

- Ability to organize and manage detailed processes.
- Ability to work effectively with other departments and management at MPV and clients.
- Ability to identify, analyze and solve problems.
- Ability to learn, understand and use the Phynance application.

ENVIRONMENTAL/WORKING CONDITIONS:

- Normal busy office environment. Potential for remote home office setup.
- Occasional evening or weekend work.
- Moderate to extensive travel.

COMPENSATION/BENEFITS:

- A competitive compensation package will be provided. Benefits include a comprehensive medical and dental plan, STD/LTD, life insurance, cafeteria plan, a 401(k), stock options and PTO policy.

PROCEDURE FOR CANDIDACY:

Please send resumes or nominations to:

Allison Cayce
Vice President, Human Resources
allison.cayce@mpv.com
512.795.9529 – fax