

Example of Improvement Coordinator Job Description

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Our innovative and growing company is looking to fill the role of improvement coordinator. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for improvement coordinator

- Collaborates with leadership to identify, develop recommendations, and lead the project design and implementation process
- Responsible for project management activities including planning, scheduling/assigning work, problem identification and resolution, evaluation of results and clinical effectiveness
- Integrates the reporting of data and information into process improvement activities and reports
- Facilitates improvement and serves as an internal consultant on process, data aggregation / analysis, and report generation, providing process improvement education for continuous improvement teams
- Effectively utilizes statistical tools and methods to communication and measure results
- Projects will include ongoing support for the Blue Shield ACO, CIGNA ACO and other products
- Will act as the single point of accountability for delivering large scale, complex, and cross- organizational projects and/or strategy deliverables on time
- Expected to direct daily activities of team members to design and develop approaches to projects and/ or program strategies ensuring the strategic direction is in line with business objective
- Team members will include providers and administrative team members
- Revenue Management.Ensure competitive pricing, appropriate

Qualifications for improvement coordinator

- Bachelors degree in a health care field or equivalent work experience required
- 2-3 years of experience, preferably in a hospital setting or healthcare setting
- Experience with quality improvement desired
- Experience working with data, running reports, working in EMR, preparing graphs/reports based on data preferred
- Experience with statistical analysis desired
- Proficiency in Access preferred