

Eastport Health Care, INC.
30 Boynton St.
Eastport, ME. 04631
(207) 853-6001

JOB DESCRIPTION

Title: Population Health Coordinator, RN

Position Category: Salaried/Exempt, Full-Time

Department: Medical

Supervisor: Sr. Dir. Nursing & Clinical Operations

Summary of Functions: The population health coordinator will be supervised by both the quality manager and director of care management. This will be a full-time role responsible for day-to-day implementation of the Population Health Program. Specifically, the role will manage patient registries, coordinate outreach, support care management, track quality measures, and work collaboratively with staff to implement quality improvement activities. Position is hybrid with expectation for onsite work at all clinic locations as needed.

Major Duties and Responsibilities:

- Educating and training teams on quality measures specifications, including knowledge of appropriate billing codes and/or documentation needed by the payor to meet the measure.
- Designing, implementing, and monitoring quality improvement processes, including continuous assessment of challenges in achieving stated goals.
- Coordinates additional training initiatives needed, such as in the Population Health analytics tool and its application.
- Maintains a reporting system to measure success and areas for improvement during the implementation and maintenance phases of transformation.
- Recommends changes in workflows and adoption of new technologies.
- Identifying new/needed skills, processes, or methods to support a culture of performance improvement.

EXPERIENCE AND/OR EDUCATIONAL REQUIREMENTS:

- Valid Maine RN License
- 2 or more years of clinical experience preferred.
- Knowledge of key processes within the Health Center.
- Experience with clinical databases and data management.
- Excellent interpersonal communication skills with a high degree of professionalism in dealing with staff at all levels of the company.

- Strong presentation skills and abilities, including the ability to present information in a professional and persuasive manner to individuals or groups of people.
- Travel to all locations is required as needed.
- Self starter and self motivated.
- Flexible and adaptable to change within a rapidly changing healthcare environment.
- Ability to function in a participatory, team-oriented management environment in the identification and resolution of problems, as well as the development of plans, objectives, and strategies.

I have read this job description, responsibilities, qualifications and expectations as presented. I attest I can perform the essential functions of the job, with or without reasonable accommodation.

Employee:

Print Name

Signature/Date

Supervisor:

Print Name