NextGen Healthcare has a legacy of building software that improves patient care and reduces healthcare costs. Now, we’re bringing the best of the cloud, social media and mobile to healthcare. Come build the future with us! Please visit our website at: www.nextgen.com.

**EDH - Project Manager – (Rochester, NY or Remote)**

**Job Summary:**

Responsible for the coordination and completion of projects. Oversees all aspects of projects. Sets deadlines, assigns responsibilities, and monitors and summarizes progress of project. Prepares reports for upper management regarding status of project. Work with Population Health, Analytics, Patient Centered Medical Home, Accountable Care Organizations, or other disciplines supporting healthcare reform.

**Job Responsibilities:**

- Responsible for coordinating the delivery of professional services to customers. Manages the delivery of multiple project initiatives designed to enhance the services and level of support provided to the client.
- Responsibilities include the overall planning, organizing, directing, controlling and delivery of all projects prioritized in alignment with the client's expectations and business needs.
- Ensures the ongoing process/system capability associated
with projects and manages any changes required to meet or exceed the expectations established in project designs.

- Directs the activities of consultants, analysts, specialists and sub-contractors and is responsible for ensuring appropriate resources are allocated and maintained to facilitate the successful completion of multiple projects.
- Reviews project proposal or plan to determine time frame, funding limitations, procedures for accomplishing projects, staffing requirements, and allotment of available resources to various phases of projects.
- Establishes work plan and multi-disciplinary staffing for each phase of project, and arranges for recruitment or assignment of project personnel.
- Confers with project staff to outline work plan and to assign duties, responsibilities, and scope of authority.
- Prepares project reports for management, client, or others.
- Confers with project personnel to provide technical advice and to resolve problems.

**Required Qualifications:**

- 4 plus years of experience in Project Management or similar experience
- Bachelor’s Degree (four-year college or technical school) Required, Field of Study: Computer Science, Business Administration or related field
- Project Management Professional (PMP) Certification
- Proficient in Microsoft Office (WORD, EXCEL, POWERPOINT, etc.), Adobe Acrobat, etc.
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- Strong technical knowledge of network and PC operating systems.

NextGen Healthcare believes in strength through diversity. We are an equal opportunity workplace and an affirmative action employer supporting Diversity, Disabled, and Protected Veterans. Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, gender identity, disability or veteran status.

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

Because NextGen Healthcare believes in providing a safe work environment, we conduct background checks as part of our hiring processes.