



Riverside Family Physicians
Your wellness is our business

Orange Office
4310 Orange Street • Riverside, CA 92501

Riverwalk Office
4244 Riverwalk Pkwy, Suite #150 • Riverside, CA 92505

Phone: 951.781.6335
Website: famdoc.org

Healthcare Project Coordinator

This position provides critical support to senior management of Riverside Family Physicians, APMC. Key activities of this position are to support project administrative processes, maintain project plans, manage small projects, and execute various reports related to both internal and external reporting needs, as well as project execution.

ESSENTIAL FUNCTIONS:

- Performs technical analysis of various practice relevant areas;
- Advises senior management regarding practice/performance relevant issues;
- Conducts program presentations before staff members;
- Prepares and administers the weekly, monthly, quarterly, and annual practice relevant and performance reports;
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service;
- Motivate employees to promote pro-active thinking in problem solving;
- Communicate regularly with senior management regarding status of work in progress;
- Coordination of Health Education class schedule and patient recruitment;
- Support administrative activities of project execution for assigned project(s);
- Coordinate weekly Project Status Reporting (reminders for late reports, consolidating, distributing, archiving);
- Coordinate monthly forecast to actual variance reporting and Balance of Year forecast reporting;
- Run ad-hoc reports to support annual planning, internal / external audits, vendor payment inquiries, financial compliance evidence;
- Coordinate and manage internal staff training;
- Process Time adjustments for projects;
- Aggregate and track metrics for Project;
- Develop and manage project plans;
- Support Project managers and group supervisors as required;
- Prioritize projects and delegate to appropriate parties;
- Performs other duties as needed.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Skills and Knowledge of:

- California plan rules, regulations, and detailed provisions of claim submission requirements—preferred, not required;
- Medicare rules and regulations—preferred, not required;
- Accounting principles and practices—preferred, not required;

- Health Insurance Portability and Accountability Act (HIPAA) requirements and record retention compliance—preferred, not required;
- Strong Experience with Microsoft Project;
- Excellent Excel, Word, PowerPoint, SharePoint skills;
- Familiar with project management concepts;
- SQL skills a plus;
- Microsoft Access skills a plus;
- Action Oriented: Enjoys working hard and looks for challenges;
- Communication: Strong interpersonal and communication skills;
- Strong organizational skills and the demonstrated ability to handle multiple tasks and deadlines simultaneously;
- Ability to manage complexity and ambiguity;
- Understanding of when to shift from analysis to action.

Ability to:

- Perform a broad range of responsibilities in collaboration with others;
- Develop and implement plans, policies and procedures for practice relevant operations;
- Read and interpret financial statements and other billing reports;
- Communicate orally with customers, co-workers, and vendors in face-to-face, one-on-one settings, in group settings, or using a telephone;
- Comprehend and make inferences from written material in the English language;
- Enter data or information into a terminal, PC, or other keyboard device;
- Work safely without presenting a direct threat to self or others;
- Produce written documents with clearly organized thought, using proper English sentence construction, punctuation, and grammar;
- Work cooperatively with other employees;
- Monitor or observe data to determine program problems;
- Remain sitting for long periods of time while working at a computer;
- Strong work ethic and commitment to individual and organizational success;
- Aptitude to learn new processes quickly and provide support in various job roles;
- Exemplary business ethics, professionalism, and integrity;
- An acute attention to detail;
- Ability to work both independently and also as part of a team;
- Exercise exceptional oral and written communication skills;
- Work in-group settings and able to deal with public professionally;
- Think intelligently, capable of making logical decisions and comprehends verbal and written instructions;
- Function in a multi-tasking environment;
- View a monitor for extended periods of time;

ACCEPTABLE TRAINING:

- Undergraduate degree required. Possession of a bachelor's degree in business, public administration, management, computer science, social work, English or other related field;

ABOUT US:

Riverside Family Physicians, APMC is a multi-site National Committee for Quality Assurance (NCQA) recognized primary care group founded in 1999. Visit our website at: www.famdoc.org.

COMPENSATION

Our company provides a competitive salary. For full-time non-contract employees, comprehensive benefits package, including health, dental, life, 401(k) retirement plan with employer matching, and paid time off are included.

HOW TO APPLY:

Riverside Family Physicians, APMC is requesting interested individuals to apply via email only—no phone calls. Please email a cover letter, writing sample, updated resume, and reference list to: ecubillo@famdoc.org

Thank you for your time and attention in this recruitment.