

The Hawaii Permanente Medical Group (HPMG) is an independent corporation of 750+ physicians, providers, and staff that provides a complete range of medical care and services to Kaiser Permanente members in Hawaii. HPMG represents the largest multispecialty medical group practice in the state. Through our commitment to high-quality patient- and family-centered care, Kaiser Permanente's health plans are the highest-rated in Hawaii, according to the National Committee for Quality Assurance.

## Physician Practice Management Coordinator PHYSI01066



We are recruiting for the right candidate to perform high level project management coordination, who will plan, manage, and coordinate logistics for all Pacific Permanente Group (PPG) meetings and projects. You will serve as the primary point of contact for the PPG physicians/providers and will support the Director, Practice Management in operational oversight.

### JOB DUTIES

- Perform data reporting and analysis to support practice operations and leadership decision-making.
- Perform high-level project management coordination, process redesign and implementation planning.
- Support management of provider staffing operations
- Document, develop and maintain patient care workflows and processes.
- Track and manage provider compliance, certification licensure and credentialing requirements.
- Plan, manage, and coordinate logistics for meeting and project management. Develop meeting presentations and supporting materials. Provide technical support and logistics.
- Provide support for all PPG operations.
- Participates and supports all HPMG and PPG events.
- Other essential duties as assigned.

*\*This is not an all-inclusive list.*

### REQUIREMENTS

- Relevant Bachelor's degree from an accredited four-year college or university.
- 3 years' experience in a healthcare administration or operation, or non-healthcare project coordination responsibilities.
- Project Management Professional Certification or Lean Certification or completion of formal project management course highly desirable.
- Prior experience within the healthcare industry preferred.
- Excellent written and verbal communication skills.
- Proficient in Microsoft Office Suite.
- Strong attention to detail and exceptional organizational skills.
- Adaptable, energetic, and comfortable with public speaking.
- Ability to manage multiple projects and priorities simultaneously.

*\*Position is based on the island of Maui and requires onsite work.*

HPMG is committed to offering industry leading benefits including the following 100% company-sponsored offerings: comprehensive medical and dental insurance (family), life insurance, long term care insurance, defined benefit plan, profit sharing plan (401k), post-retirement medical, paid time off (PTO), extended sick time (EST), 10 holidays, and other paid leaves and identity theft protection.

Other voluntary benefits are available.

**TO APPLY: Visit our website at <http://careers.hawaii Permanente.com>**