



# Partners In Health

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**Job Title:** EMR Implementation Manager  
**Reports to:** Medical Director and Chief Programs Officer  
**Location:** Boston

## **Organizational Profile:**

Partners In Health is a non-profit organization based in Boston, MA, whose mission is to provide a preferential option for the poor in health care. Through service delivery, training, advocacy and research, PIH works globally to bring the benefits of modern science to those most in need and to serve as an antidote to despair. PIH has programs in Haiti, Peru, Guatemala, Mexico, Russia, Rwanda, Lesotho, Malawi and Boston.

## **Job Description Overview:**

Partners In Health is looking for a qualified individual to manage the implementation of the Electronic Medical Records (EMR) program across the sites, leading a diverse team of staff dedicated to improving clinical care and supporting PIH program activities with the EMR. He or she will work with clinical, program and EMR staff at the sites to implement projects as specified by PIH senior management and project site directors. This position entails overseeing the team's progress on programming and developing the software.

## **Responsibilities:**

- Liaise with project site EMR managers.
- Write project plans and help write requirements documents for new projects requested by project sites and PIH management
- Work with PIH senior management and project site directors to develop an organization-wide strategy for information usage and prioritization of projects.
- Liaise with EMR Lead Software Developer and follow up on programming team's progress.
- Assist director of M&E in development of a short list of monthly indicators from electronic or other sources to be reported from all project sites, and a strategy to collect that information.
- Provide assistance to site programs to collect the data and establish a common platform for collection of the data to allow for analysis and reporting
- Work with the director of M&E to provide assistance for other cross site M&E data activities including coordinating with needs from development team
- Facilitate solution sharing between sites
- Document standard operating procedures for infrastructure, EMR, and data collection and management for new sites or projects.
- Facilitate creation of tutorials for core EMR functions (eg, data entry, making a simple BIRT report) for use across sites

- Work with program and clinical teams to identify areas where greater access to information could reduce overall program costs
- Work on budgets for EMR implementation, especially for Boston-based costs while advising site teams on local costs
- Contribute to development and implementation of infrastructure strategic plan to support the data needs of the organization
- Liaise with procurement and IT teams for procurement of IT infrastructure
- Significant travel.

**Qualifications:**

- At least 1 year medical data management.
- At least 1 year international project management.
- At least 1 year developing country experience.
- Program monitoring and reporting experience
- Excellent writing skills
- Strong interpersonal skills and ability to work on a team and provide training and support
- Interest in social justice and health care.