**JOB DESCRIPTION**

**TITLE: Consultant (Lawyer)**

Job Type: Lawyer

Reports To: Vice President and/or Senior Consultant

**JOB SUMMARY AND RESPONSIBILITIES**

The Consultant is a position that involves working on matters directly affecting Advis clients in areas related to healthcare rules, regulations, practices and policies. Consultants generally work to help ensure clients’ compliance with state and federal health care regulations and find creative ways to optimize clients’ business and performance within a compliant framework.

This position requires active problem-solving, strong attention to detail and effective interpersonal skills. The majority of the work of a Consultant is conducted during normal business hours but may extend beyond given the nature of the projects and deadlines. Additionally, Consultants will be asked to travel to client sites as necessary.

**SCOPE OF RESPONSIBILITY**

The job functions and responsibilities are to be carried out in the framework of the Advis mission and vision. The position is bound by all policies and procedures of Advis.

The Consultant is expected to carry out complex assignments involving the use of judgement, analysis and discretion. The work involves projects that are significant in scope and complexity. It is expected that the Consultant’s day-to-day work is carried out with moderate supervision. The Consultant must possess the ability to interpret laws and regulations related to healthcare reimbursement and operations. The Consultant must be able to present facts and regulatory interpretation in writing and verbally to clients and to Advis employees. The Consultant must have the ability to educate clients and create a positive and potentially long-lasting relationship with clients.

Specific duties include, but are not limited to:

● The evaluation of clients’ overall compliance with specific rules and regulations;

● The performance of audits and assessments of clients’ work and operations;

● The ability to make recommendations regarding performance improvements and compliance;

● Assisting clients in navigating various areas of health care. These areas may include, but are not limited to 340B programming, CON, healthcare venue options (free-standing ED’s, micro hospitals, ASC’s, etc.), provider enrollment, reimbursement and participation requirements and contracting rules including Medicare, Medicaid and Commercial payors, program and building development and management;

● The development and implementation of performance metrics to use in physician performance review or contracting.

● Reviewing and advising clients on issues resulting from changes of ownership.

● Monitoring pertinent legislative updates.

● Serving as a research resource for clients on any matter related to state or federal healthcare rules and regulations;

● Conducting training sessions for clients and their staff;

● Drafting proposals for possible client engagements; and

● Attending various client presentation meetings.

**POSITION REQUIREMENTS**

● Strong proofreading and attention to detail;

● The desire and ability to identify and cultivate new clients and projects for existing clients;

● An entrepreneurial attitude for developing new service lines for Advis;

● Comfort with using electronic spreadsheets for organizing and analyzing information with a fluency in standard office software and the aptitude and willingness to learn new office software;

● Knowledge of the Advis infrastructure, policies and procedures;

● Ability to collaborate with others;

● High level oral and written skills including presentation skills;

● Ability to perform data analytics and the ability to organize, store and retrieve large amounts of data;

● A licensed attorney (active or non-active) with a law degree from an accredited institution;

● The generation of a minimum of 120 billable hours per month (calculated annually). The expectation is to exceed this amount of hours monthly throughout the course of the year after an appropriate ramp up period.