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# Example of Health Consultant Job Description

Our growing company is hiring for a health consultant. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for health consultant

* Partners with Alliant’s national practice on client engagement in Health & Productivity and related activities including client needs analysis, market/vendor evaluations, program design, program implementation/communication and program evaluation/metrics
* Creates programs, tools and resources for inclusion in a centralized library of templates, tools and resources to support Alliant staff and clients with program implementation, maintenance and evaluation
* Trains and partners with local team members on Health & Productivity best practice processes and client implementation protocols focused on local and national efforts
* Participates in the design and implementation of national Health & Productivity practice initiatives
* Acts as primary point for regional vendor relationships and maintains regional resource lists for educational and vendor seminars
* Contributes to Health & Productivity newsletters and other communication content directed at both internal and external stakeholders
* Maintains knowledge of Health & Productivity industry by regularly participating in online webinars and conferences
* Prepare written reports, records & correspondence (e.g., reports of survey findings in accordance with applicable procedures & protocols, reports of survey review findings pertaining to provider noncompliance and summary of investigations using ASPEN Central Office [ACO] and ASPEN Complaint Tracking Systems [ACTS])
* Develop other periodic and annual reports as needed (e.g., coordinates reporting of the status of health care facility operations in the event of disaster and reports of fires with serious injury or death or property damage to Centers for Medicare and Medicaid Services)
* Preparation of project documentation including project plans and status reports

## Qualifications for health consultant

* Knowledge in EHR Documentation workflow within healthcare systems
* Knowledge in Clinical Billing workflow within healthcare systems
* An independent self-starter
* Open to relocation to Northeast Ohio
* Delegate data entry to more junior colleagues and review for accuracy and reasonableness
* BA/BS, advance degree preferred