



Example of Health Communications Specialist Job Description

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Our company is looking for a health communications specialist. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for health communications specialist

- Monitor alarms (fire, weather,) and communicate emergency occurrences in accordance with established policies
- Maintain lists of on-call staff and physicians
- Develop and deliver benefits training and presentations to team members and vendor partners
- Maintains a working knowledge of program guidelines, FAQ's, products and therapeutic areas related to assigned programs
- Keeps current with existing treatment trends, treatment standards and updated indications related to assigned programs and products
- Follows standard operating procedures for all support-related activities
- Maintains company, employee, and customer confidentiality, compliance with all HIPAA regulations
- Resolves product issues and provides appropriate scripted responses
- Provides appropriate additional information and/or resources to callers upon request
- Recognizes and handles adverse event reports as outlined in the program standard operating procedures

Qualifications for health communications specialist

- Broad knowledge and understanding of technical applications, including design concepts
- 3 - 5 years experience with writing, editing, and proofreading

- Bachelor's degree in communications, marketing, public health, public relations, or related field
- Familiarity with WordPress, SEM, SEO platforms such as Google or Bing AdWords