



Example of Health & Medical Job Description

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Our company is growing rapidly and is looking to fill the role of health & medical. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for health & medical

- Maintain all patient/employee records
- Prepare new clinical records and reviews for accuracy, file all incoming documentation, ensure compliance to company procedures
- Respond to and maintain a log of external information requests, research information and provide copies to the appropriate person, record receipts of signed orders, log/mail physician's orders, track orders and notify the Clinical Manager when signed orders cannot be obtained within policy allotted timeframes
- Contact vendors to order medical supplies, maintain adequate inventory and distribute requested supplies in an accurate/timely manner
- Provide backup to data entry on admissions paperwork, enter billing/payroll information and process/forward paperwork to the appropriate processing center
- Participate in implementing/maintaining operational processes to ensure compliance to company policies, legal requirements and regulatory mandates
- Knowledgeable of the principles and practices of insurance claims examinations as it relates to timely filings, state specific information, interest calculations
- Providing medical expertise into indication selection, assessment of current and future treatment strategies, unmet need, target patient population, TPP, CDP, clinical study protocols and related feasibility assessments, clinical study reports and regulatory submission documents and other documents with content of medical relevance

- Providing training and ongoing input on medical/scientific issues related to the respective therapeutic area

Qualifications for health & medical

- Medical/Medical License - Maryland is desired
- Medical/Medical License Pennsylvania is desired
- Must possess a thorough understanding of the FDA, OIG, HIPPA and other ethical guidelines relevant to the pharmaceutical industry
- Responsible for clinical oversight of the Risk Adjustment Program
- Ensure that all procedures are fulfilling legal and regulatory requirements
- Be accountable for providing medical expertise and leadership into clinical development strategies to allow project teams to successfully deliver the clinical studies aligned with the TPP and Clinical Development Plan