



Example of Physician Liaison Job Description

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Our company is looking to fill the role of physician liaison. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for physician liaison

- Aid hospital staff in preparing documentation for audits and assist in the drafting of appeals for denials management and resubmission
 - Minimum of 50 % travel required, including some overnights
 - Site visits often require hosting breakfast, lunch or dinner meetings
 - Responds quickly to issues identified by physicians, skillful in communicating to the appropriate Administrator(s), helping with issue resolution and responding back to the physician in timely manner, creating an environment that enables reps to maximize their time effectively and efficiently
 - To increase business volume, manages scope of physician activities, coordinates efforts, facilitates communication, monitors timeframes, communications to administrator regarding recruitment, new physician start-up, medical staff, CHN, Marketing, physician retention, and physician growth
 - Is persistent in overcoming objections, while identifying and following through with opportunities
 - Remains knowledgeable of current trends in the Healthcare market and the physician arena
 - Stays within allocated budget, appropriately manages and reports timely in budget spreadsheet
 - Participates in the hiring process for department
 - Two to four years health care or sales experience and/or MBA or MHA degree
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- Master's degree in business, marketing or a related field preferred
- Experience in a physician relations, network development, medically-related sales, or nursing is required
- Requires a minimum of an associate's degree and 1-4 years of experience in healthcare marketing or operations
- Bachelor's degree in Business, Marketing or Health Science or comparable, relevant experience
- General knowledge of computers and Microsoft applications
- Must have the ability to multi-task and take direction in a matrixed work environment