



USC University of
Southern California

Healthcare Counsel Job Description

JOB INFORMATION

<i>Job Code:</i>	125021
<i>Job Title:</i>	Healthcare Counsel
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	May oversee staff, students, volunteers, agencies and/or resource employees.
<i>Job Family:</i>	Legal
<i>Job Family Group:</i>	Legal Services
<i>Management Level:</i>	7 Individual Contributor

JOB SUMMARY

Advances the university health system's mission by advising its hospitals and healthcare providers on daily operational matters. The position requires a general health law background in the application and implementation of operational matters within specialty areas such as health care-related business transactions, physician employment matters, licensing board actions, healthcare regulations including, Stark Law, the Antikickback Statute (and equivalent state law), EMTALA, Medicare, the Medicaid State Operations Manual, and HIPAA/HiTech. Provides legal counsel, conducts investigations, and manages regulatory compliance projects, disputes and risks. Represents health care professionals, hospitals, medical institutions, and skilled nursing/assisted living facilities, advising on staff/faculty labor law and medical staff processes and procedures.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Juris Doctor (JD)	

Additional Education

Check here if experience may substitute for some of the above education.

<input type="checkbox"/>	Combined experience/education as substitute for minimum education
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Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		5 years	practicing law in healthcare, at a law firm or in a governmental agency in one or more legal specialties.
	X	7 years	with legal affairs in an academic health care organization.

Additional Work Experience

Check here if education may substitute for some of the above work experience.

<input type="checkbox"/>	Combined experience/education as substitute for minimum work experience
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Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Demonstrated experience with healthcare-related business transactions or litigation (e.g., licensing board actions, healthcare fraud and abuse laws).
X		Experience in healthcare law, mergers and acquisitions, academic research, compliance, medical malpractice, healthcare regulatory affairs, and/or governmental relations.
X		Exceptional interpersonal skills and demonstrated emotional intelligence, able to work effectively with senior executives and other stakeholders at varied professional levels in highly complex organizations.
X		Demonstrated leadership experience and exceptional oral and written communication skills.
X		Exceptional analytical skills for solving complex legal and business issues.
	X	Experience providing counsel regarding healthcare matters (e.g., Medicare and Medicaid fee-for-service billing and regulatory requirements).
	X	Experience representing healthcare professionals, hospitals, medical institutions, and/or skilled nursing/assisted living facilities.
	X	Extensive experience with legal matters relevant to nonprofit higher education organizations (e.g., Clery Act, privacy and data protection, real estate law).
	X	Experience with staff/faculty labor law problems, medical staff processes and procedures, and assisting with internal grievances and hearings involving administrative agencies.
	X	Experience recommending outside counsel to obtain legal opinions or handle claims and litigation.

Licenses

<i>Req</i>	<i>Pref</i>	<i>License(s)</i>
X		Valid license to practice law in California and good standing with the California State Bar Association.

Other Job Factors

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Provides legal and strategic counsel, training and support on healthcare-related regulatory matters relevant to Keck Medicine of USC enterprise operations. Guides hospitals and healthcare providers on compliance standards relative to applicable regulations and best practices. Reviews and advises on physician-related employment arrangements and healthcare operational legal matters.				
Ensures smooth and efficient application of the medical enterprise compliance plan and code of conduct. Manages regulatory compliance projects, disputes and risks through knowledge and application of healthcare laws and regulations (e.g., Stark Law, Antikickback Statute, Medicare).				
Represents healthcare professionals, hospitals, medical institutions, and skilled nursing/assisted living facilities, advising on staff/faculty labor law and medical staff processes and procedures. Examines legal data to determine advisability of defending or prosecuting lawsuits and assists with internal grievances and hearings involving administrative agencies. Selects, recommends and helps supervise outside counsel providing legal opinions or handling claims and litigation.				
Advises on complex organizational matters requiring interaction between multiple legal entities. Counsels hospitals and other providers regarding Medicare and Medicaid fee-for-service billing and regulatory requirements. Prepares or reviews contracts, leases and affiliation agreements.				
Provides legal assistance and guidance on the negotiation and drafting of contracts (e.g., vendor agreements, managed care plans). Serves as the health system's Freedom of Information Act (FOIA) officer. Liaises with regulatory and legislative bodies, performs legal research, and conducts investigations.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to "report to		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC’s policy at: https://policy.usc.edu/mandated-reporters/
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC’s policy at: https://dps.usc.edu/alerts/clery/			

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.