

Legal Assistant

COMPANY OVERVIEW

FAIR Health, Inc., an independent, not-for-profit organization, was established in October 2009 with the mission to help ensure fairness and transparency in out-of-network reimbursement. Created as a result of the New York State Attorney General's 2009 investigation into the insurance industry's methods for determining out-of-network reimbursement, FAIR Health has created a database of billions of de-identified healthcare claims that is the foundation for a variety of data products and consumer tools. Our commercial data modules are targeted to payers, third party administrators, self-insured employers and consultants and consist of benchmarking databases and tools that can be used to assist in the establishment of out-of-network reimbursement rates and other strategic analyses. FAIR Health offers a separate line of data products for healthcare providers and a third product line designed for research and policymaking. We also offer a suite of consumer-oriented tools and resources available on our consumer website (fairhealthconsumer.org) which can be licensed by other entities and organizations.

SUMMARY

The legal assistant will join the FAIR Health legal team, currently comprised of a General Counsel, Associate General Counsel and legal assistant. The legal assistant will be responsible for assisting in-house counsel with organizing, tracking and supporting litigation matters. In addition, the legal assistant will assist with IP protection and licensing, general and legal research, the drafting and management of corporate records and agreements and coordination of projects and meetings. The individual in this position should require minimal supervision to complete assigned responsibilities. The range of assignments will depend in part on the assistant's experience, performance, and initiative.

KNOWLEDGE and SKILL REQUIREMENTS

The Legal Assistant should have a Bachelor of Arts or Bachelor of Science degree and have demonstrated the following in his or her education, employment, and extracurricular and volunteer positions:

- Excellent communications skills particularly clear and concise writing ability and mastery of proper usage, grammar, spelling.
- Consistent attention to detail and strong organization skills.
- The ability to work with people at all levels of the organization.
- Excellent fact-finding and research skills.
- A positive work ethic accompanied by a flexible, results-focused attitude.

- Demonstrated ability to work independently, meet concurrent deadlines, organize time and priorities and work well in a fast-paced environment.
- Proficiency in Microsoft Word, PowerPoint and Excel.
- Familiarity with judicial and regulatory proceedings, intellectual property, technology, data and statistics helpful but not mandatory.

FAIR Health provides competitive compensation based on experience, including a comprehensive benefits package. Interested candidates should submit their resume to resumes@fairhealth.org. Please include “Legal Assistant” and your last name in the subject line. FAIR Health, Inc. is an equal opportunity employer and an e-verify participant.

FAIR Health is an Equal Opportunity Employer and an e-verify participant