



J O B D E S C R I P T I O N

Job Title: Vice President and Deputy General Counsel		
Department: Legal		Reports To: General Counsel
Job Number*:	FLSA*: Exempt	Grade*:
Supervises: Risk Managers		

*Leave blank – to be completed by Human Resources

POSITION SUMMARY: This position is reporting to the General Counsel, and accountable for providing legal counsel and policy advice to USAP on a broad range of issues to protect and preserve the company's legal interests. This position will manage the corporate risk management and insurance portfolio and provide guidance and supervision on a number of regulatory, operational, and governance matters.

ESSENTIAL DUTIES AND RESPONSIBILITIES (include but not limited to):

1. Lead a team of legal professionals in the legal risk function of the enterprise. Manage individual risk managers who oversee certain matters involving medical malpractice, workers compensation, quality governance, record requests, complaints, etc. Develop and maintain processes and reporting relating to this function. Collaborate heavily with the Chief Quality Officer to translate risk aspects to quality improvement. Provide legal guidance on PSO matters.
2. Manage the insurance portfolio. Develop and maintain process and reporting with respect to the organization's risk portfolio, expense, and individual occurrences. Negotiate insurance renewal and provide reports to the Audit Committee regarding adequacy of coverage and trends.
3. Provide healthcare regulatory guidance for the enterprise.
4. Provide operational support to one or more physician group platforms including, without limitation, the following: negotiating facility contracts, negotiating employment agreements, assisting with disputes (including employment matters), assisting in transactional matters, overseeing governance matters, assisting in securities matters, and providing day to day legal guidance on the operational needs of a large physician practice.
5. Advise executives and management on ethics, business conduct, and compliance matters to maintain a principled-based compliance culture throughout the enterprise.

6. Work closely with the General Counsel and Chief Compliance Officer in operating an effective and sustainable compliance program with adequate resources and infrastructures to support the company's continuing growth.
7. Establish and maintain relationships with outside legal counsel in multiple jurisdictions and effectively manage legal costs.
8. Identify areas of legal compliance risk and collaborate with Company management to mitigate the risk.
9. Oversee and manage the process for disclosing and evaluating potential conflicts of interest and, where appropriate, ensure that mitigation plans are implemented.
10. Perform other duties as assigned.

REPORTING TO THIS POSITION: Risk Managers

JOB REQUIREMENTS (Knowledge, Skills and Abilities):

- Solid experience advising health care clients – physician practices highly preferred
- Expertise in general corporate work, drafting and negotiating contracts, and assisting in transactional matters
- Exposure and general understanding of employment law issues
- Excellent judgment and proven experience analyzing risks and making risk determinations
- Substantive expertise in state and federal regulations as they pertain to physician practices
- In-house counsel experience is highly desirable
- Demonstrated ability to operate in a complex and matrixed corporate environment
- Handle long-term and/or complex legal projects with significant financial or other business impact;
- Strong business and financial acumen as well as superior analytical and writing skill with the ability to communicate concisely to executives
- Ability to read, write, and speak English

EDUCATION/TRAINING/EXPERIENCE:

- Law Degree with admission to the state Bar
- At least 10 years of applicable law practice experience
- Healthcare experience required

PHYSICAL REQUIREMENTS:

- Requires prolonged sitting, some bending, stooping and stretching
- Must possess sufficient eye-hand coordination/manual dexterity to operate a keyboard, photocopier, telephone, calculator and other office equipment
- Required normal range of hearing and eyesight to record, prepare, and communicate appropriate reports and evaluations.
- Requires lifting papers and boxes weighing up to 35 pounds occasionally
- Requires dexterity to type at least 35 wpm.

WORKING CONDITIONS (environment and safety):

- Work performed in office environment

- Involves frequent contact with professional staff and managed care organizations
- Work may be stressful at times
- Interaction with others is frequent and often disruptive

DISCLAIMER: The above job description has been written to indicate the general nature and level of work performed by employees within this classification. It is not written to be inclusive of all duties, responsibilities and qualifications required of employees assigned to this job.

Employee Signature

Date