



## Dedicated Advisor / Associate Dedicated Advisor

### ReportingMD

**JOB TITLE:** Dedicated Advisor / Associate Dedicated Advisor

**REPORTS TO:** VP of Product Strategy and Value Delivery

**SUPERVISION EXERCISED:** None

**FLSA STATUS:** Salaried, Exempt

#### **OVERVIEW:**

Our products offer user-friendly, web-based analytical tools to help physician practices make timely decisions in how to improve the quality of care their patients receive and optimize the performance incentives they receive due to those improvements. We pair our technology with dedicated implementation support and collaborative coaching resources all grounded in our best practice research. The results: ReportingMD clients have received millions of dollars in upward Medicare payment adjustment last year.

The Dedicated Advisor is the primary relationship owner for our clients and ensures that clients generate significant value from their partnership with ReportingMD. After the Dedicated Advisor defines the specific needs and goals of each of their clients, they will leverage the performance technology toolset to provide easy-to-use dashboards, reports and ad-hoc analyses. Finally, they will oversee the relevant submission processes to ensure that our partner practices are able to receive the maximum incentive payment for their efforts.

**SUMMARY OF DUTIES/RESPONSIBILITIES:** (This list may not include all of the duties assigned).

#### ***Analytics***

- Analyze institutions' operational, clinical, and/or financial performance
- Diagnose issues, identify root causes, and drive change management initiatives
- Master the functionality of the software and develop expertise in product terrain



### ***Client Management***

- Provide on-site and off-site assessments and consulting services for a portfolio of clients
- Present to mid and senior level clients and foster relationships with client executive teams
- Maintain and share business and technical expertise with clients and other staff
- Train clients on the use of performance technology software
- Facilitate client calls and in-person meetings

### ***Project Management***

- Identify potential issues that will impede success and recommend corrective action plans
- Set and execute against project milestones

### **REQUIRED EXPERIENCE:**

- **Dedicated Advisor:** 2-4 Years of Relevant Professional Experience
- **Associate Dedicated Advisor:** 0-2 Years of Relevant Professional Experience

### **MINIMUM JOB REQUIREMENTS AND QUALIFICATIONS:**

Individual must possess at least two of the following: consulting experience, client management experience, project management experience, experience working in the health care, experience presenting to groups, experience facilitating training sessions, demonstrable analytical reasoning or quantitative analysis.

The individual must also have a valid driver's license and the willingness to travel up to 25% domestically. The individual will be required to perform other job duties as assigned and maintain compliance with all company policies.

### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

- Possess analytical reasoning and solution-focused problem solving
- Proven ability to prioritize across multiple projects and relationships
- Proven ability to manage projects independently
- Proven ability to work collaboratively in a team
- Experience explaining complicated software or information to others
- Excellent verbal and written communication skills, including ability to effectively communicate with internal and external clients



- Ability to provide exceptional customer support by leveraging emotional intelligence to empathize with a diverse group of clients.
- Flexible, fast-paced, think-on-your feet mindset with a sharply focused analytical eye for detail, pragmatism and elegance
- Experience working with Excel and PowerPoint

**TYPICAL PHYSICAL DEMANDS:** Requires prolonged sitting, some bending, stooping and stretching. Requires eye – hand coordination and manual dexterity sufficient to operate a keyboard, photocopier, telephone, calculator and other office equipment. Requires normal range of hearing and eye sight to record, prepare and communicate appropriate reports. Lifting of equipment not to exceed 20 pounds.

**WORKING CONDITIONS AND PHYSICAL EFFORT:**

- Work is normally performed in the office work environment, although some virtual work is permissible
- Very limited physical effort required

