



## **Job Description: Business Development Coordinator Full Time Temporary Position – through 3/31/2018**

### **Mission**

Healthix facilitates the coordination of care and exchange of patient information among disparate providers to improve clinical outcomes, promote efficiency and reduce healthcare costs. Healthix is a Qualified Entity of the State Health Information Network of New York (SHIN-NY).

### **Company Details**

Healthix Inc. <http://www.healthix.org> is a not-for-profit health information technology company located in downtown Manhattan servicing the greater New York area. Healthix is part of a New York State and nationwide effort to improve the healthcare system through integration and sharing of patient information.

We provide technology services that connect the continuum of health care organizations and providers in order to securely share medical records, making patient information accessible with the intent of improving health outcomes.

We maintain data of 16 million patients that is continuously updated by over 550 organizations. With the patient's consent, we help providers and health plans securely access patient data to support more coordinated treatment and care management, consistent with regulations and policies established by NYS DOH.

### **Position Description**

Business Development Team Coordinator

The Business Development Coordinator is responsible for communicating with prospective participants and performing administrative functions at various points in the recruitment cycle. These include introducing Healthix and describing our value; working with Business Development (BD) Managers and prospects on education and training; enabling the contracting and onboarding processes, and facilitating effective transitions to other Healthix teams.

### **Responsibilities include but are not limited to:**

- Serve as “contract administration expert” for BD team. Manage and update database under the supervision of the BD Managers.
- Manage SalesForce database for the BD team. This includes data entry and reconciliation, updating contacts for mailing lists and pulling appropriate reports requested by the BD team.
- Assist in the coordination of prospect meetings and aiding team with follow up information
- Act as point of contact for prospects as a member of the Business Development team. This includes gathering relevant information and relaying the appropriate contact in an expedient manner. In some cases, compile pertinent data and distribute to the prospect or directly.
- Provide assistance in the preparation of project information and presentations and agreements

### **Education and Experience**

- Bachelor’s Degree is required and experience in the healthcare industry a plus.
- Minimum of two+ (2+) years of related experience and an understanding of small to large physician practices operations – or community based health care organizations.

### **Qualifications**

- Strong interpersonal, communication and relationship skills with high emphasis on delivering value and service
- Knowledge of physician practice environment
- Flexible and resourceful
- Strong detail and organizational skills
- Results oriented
- Team player
- Knowledge of MS Office 365, Excel, PowerPoint, and Salesforce a plus