



ARNALL GOLDEN GREGORY LLP

HEALTHCARE REGULATORY PARALEGAL JOB DESCRIPTION

Responsible for assisting the Healthcare Attorneys with regulatory applications and submissions, analyzing, organizing, and maintaining client information and documents. Heavy client and government agency interaction and performing legal research.

Position Reports to: Healthcare Partner

Overall Responsibilities:

Primary duties will include, but are not limited, to the following:

- Collects, analyzes, organizes and maintains information and documents in accordance with correct legal practice and procedure.
- Compiles information concerning pertinent issues and prepares written summaries, statistics, charts, and/or graphs that clearly detail the findings.
- Interacts with internal and external entities, including government agencies, consultants, and law firms to gather information or data.
- Performs legal, factual and legislative research to identify issues.
- Organizes, develops or maintains departmental informational databases and maintains record management systems in complex matters.
- Perform docketing and data maintenance for healthcare related filing deadlines.
- Organize and maintain case files, regulatory applications and submissions, attorney notebooks and other materials.
- Prepare and review forms and applications in accordance with federal and state regulations and requirements under the supervision of the assigned attorney.
- Develop a knowledge of laws, regulations, rules and procedures in specific areas of law.
- Maintains and updates database of regulatory research.
- Develops and maintains a working relationship with clients in order to ensure the expeditious gathering of facts and information necessary to support regulatory activities.
- Attend weekly meetings
- Overtime may be required on occasion
- Other duties/tasks as assigned



Required skills:

- A minimum of 3 years' experience working as a paralegal.
- Experience in the healthcare industry and knowledge of regulatory requirements is preferred.
- Ability to work independently, be a self-starter and communicate effectively, both verbally and in writing.
- Must possess excellent organizational skills and self-initiation

Education and Experience Requirements:

- At least two years of experience in above skill areas
- Demonstrated proficiency in MS Office Suite and Adobe software programs
- Paralegal Certificate is Required
- High School diploma (or equivalent). Bachelor's Degree a plus

Mental/Physical/Environmental Requirements

- Indoor offices with controlled temperatures with limited exposure to noise, dust, chemicals
- Mobility within the office including movement from floor to floor
- May sit for long periods of time
- Crouching, kneeling standing, walking, pushing pulling and lifting occasionally
- Operating a personal computer, telephone, voicemail and other office equipment on a regular basis
- Must be able to express and exchange ideas by means of the spoken word.
- Must have the ability to convey detailed information in a clear and concise manner through spoken word
- Must demonstrate good problem-solving skills

FLSA Status

Non-Exempt

ADA: The employer will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990.

This job description will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification