

UW HEALTH JOB DESCRIPTION

CORPORATE COUNSEL

Job Code: 113101	FLSA Status: Exempt	Mgt. Approval: P. Hutter	Date: February 2023
Department: Corporate Counsel		HR Approval: S. Whitlock	Date: February 2023

JOB SUMMARY

The Corporate Counsel is responsible for assisting the Vice President, Deputy General Counsels and Senior Vice President, Chief Legal Officer in managing the many and varied legal affairs of UW Health, which is comprised of the University of Wisconsin Hospitals and Clinics Authority (UWHCA), and its subsidiaries, including the faculty practice plan University of Wisconsin Medical Foundation. Members of the UW Health Office of Corporate Counsel collectively address the full range of legal issues arising at UW Health, including regulatory and reimbursement issues, fraud and abuse issues, contracting, risk management, patient relations, medical staff issues, corporate transactions and governance, real estate, intellectual property, and labor and employment issues.

MAJOR RESPONSIBILITIES

- Negotiates, drafts, and reviews contracts and other legal documents, including merger, acquisition, and other corporate transaction documents, real estate leases, property and asset acquisitions, purchasing, joint ventures, managed care, physician services, licenses and other intellectual property agreements, academic affiliations, and financing and bond documentation.
- Performs legal and factual research necessary to draft and analyze various contracts, policies, and other documents and to advise internal clients.
- Serves as a resource to the Deputy General Counsels, Chief Legal Officer, CEO, UWHCA Board of Directors, and others on the legislation creating UWHCA, legal and tax status of UWHCA and its affiliates, leases, affiliation agreements and other transactions with the University of Wisconsin School of Medicine and Public Health (UWSMPH), the University of Wisconsin (UW), the Board of Regents, and others.
- Works cooperatively with attorneys and business leaders representing UWSMPH, UW, joint venture partners, and affiliated entities.
- Provides counsel on health care laws including those on privacy, Medicare, Medicaid and other government programs, fraud and abuse, physician self-referral and anti-kickback laws, and EMTALA.
- Provides guidance on revenue cycle matters, including collection and third-party liability issues.
- Provides guidance on billing, coding, and other reimbursement matters for compliance with government and commercial health plan requirements.
- In collaboration with compliance staff, develops compliance policies and procedures, and works closely with compliance to investigate and resolve compliance concerns.
- Responds to patient and external institutional issues as assigned.
- Provides counsel on medical staff matters, including bylaws, medical staff corrective action, and peer review, disciplinary actions of medical staff and house staff.
- Provides counsel for legal aspects of patient care with significant medico-legal dimensions, including informed consent, medical records/privacy issues, and patients' rights issues.
- Assists Risk Manager in management of claims.
- Assists in promoting efficiency of the legal department by preparing templates, forms, outlines, instructional materials, and other tools and resources.
- Serves on boards, committees, and work groups (internal and external clients) as assigned.
- Performs other duties as assigned.

ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.

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JOB REQUIREMENTS

Education	Minimum	Juris Doctorate or equivalent law degree.
	Preferred	
Work Experience	Minimum	At least five (5) years of experience advising on a broad range of legal matters.
	Preferred	<ul style="list-style-type: none"> • Experience advising hospitals and other health care providers, specifically academic medical centers on a broad range of health law. • Corporate transactional experience. • Experience with Medicare/Medicaid billing issues and appeals.
Licenses & Certifications	Minimum	Admission (or eligibility for admission) to the Wisconsin Bar
	Preferred	Admission (or eligibility for admission) to the Illinois Bar
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Extensive knowledge of laws and accreditation standards governing the delivery of healthcare by providers and suppliers, including hospitals, physicians, ambulatory surgery centers, and dialysis facilities. • Knowledge of legal issues pertaining to antitrust, acquisitions and other transactions, real estate, tax, and intellectual property. • Experience in fraud and abuse, physician self-referral, anti-kickback, privacy, billing and reimbursement, and patient care issues. • Ability to work independently and with minimal supervision. • Effective human relations abilities: <ul style="list-style-type: none"> • Ability to effect collaborative alliances and promote teamwork • Ability to ensure a high level of customer satisfaction both internally and externally • Effective persuasion and negotiation skills • Effective interpersonal skills including the ability to work closely with healthcare providers, academic personnel, and all levels of management, administration, and leadership • Effective leadership skills which demonstrate the ability to participate in innovation and change, strategic thinking, and problem solving. • Superior communication skills in both written and verbal presentation, including all aspects of legal writing technique and procedure, and the ability to convey complex legal concepts to non-lawyers. • Ability to function effectively and complete projects in a timely manner in a fast-paced and changing environment with multiple priorities and objectives.

AGE SPECIFIC COMPETENCY (Clinical jobs only)

Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.

Instructions: Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,

<input type="checkbox"/>	Infants (Birth – 11 months)	<input type="checkbox"/>	Adolescent (13 – 19 years)
<input type="checkbox"/>	Toddlers (1 – 3 years)	<input type="checkbox"/>	Young Adult (20 – 40 years)
<input type="checkbox"/>	Preschool (4 – 5 years)	<input type="checkbox"/>	Middle Adult (41 – 65 years)
<input type="checkbox"/>	School Age (6 – 12 years)	<input type="checkbox"/>	Older Adult (Over 65 years)

JOB FUNCTIONS

Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.

PHYSICAL REQUIREMENTS

Indicate the appropriate physical requirements of this job in the course of a shift. *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

Physical Demand Level		Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
X	Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as dockets, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	Up to 10#	Negligible	Negligible
	Light: Ability to lift up to 20 pounds maximum with frequent	Up to 20#	Up to 10# or requires	Negligible or constant

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	lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.		significant walking or standing, or requires pushing/pulling of arm/leg controls	push/pull of items of negligible weight
	Medium: Ability to lift up to 50 pounds maximum with frequent lifting/and or carrying objects weighing up to 25 pounds.	20-50#	10-25#	Negligible-10#
	Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	50-100#	25-50#	10-20#
	Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#	Over 20#
Other - list any other physical requirements or bona fide occupational qualifications not indicated above:				

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.