

Concerto Health Partners

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Position Title: Medical Librarian

Opportunity Location: United States – Remote Opportunity

Preferred Skills:

- Education
 - Masters degree in Library and Information Sciences
 - Bachelors degree in a health sciences field
- Fluency in the following software: Google Health, Backpack, Freshbooks, Quicken Medical Expense Manager, LiveScribe, Skype
- Excellent computer skills: including knowledge of Microsoft Office applications and web based solutions
- Provides own cell phone, lap-top computer and access to internet
- Experience in teaching, desired. Two years experience in a health sciences library with supervisory experience, desired
- Strong attention to detail and desire to learn
- Ability to problem solve, work in a fast-paced start-up environment, and manage multiple projects at once
- Outstanding oral and written communication skills with the ability to communicate with all levels of management and team members

Position Description:

Run (information-research-literature) searches for patients & their families. In this role the Librarian ensures clients make informed treatment decisions by providing access to current research and information through electronic and hard copy books and journals.

This is a senior librarian position, working under the direction of a HealthGuard and in collaboration with

an Insurance Advocate. Work situations are a variety of responsibilities ranging from routine to complex. This position requires technical expertise, organizational abilities, instructional abilities, problem solving, data analysis, decision-making, independence, and leadership.

Position Responsibilities

- Enable Clients to make informed decisions
- Helps clients understand the pros and cons of treatment options
- Able to translate medical jargon into clear lay terms
- Assists client in knowing what to expect
- Relieves client from the uncertainty and inefficiency of their own efforts to research
- Works in multiple cross-disciplinary three person teams, along with Insurance Advocate and patient Advocate
- Expected duties
 - Research latest treatments
 - Explore alternative treatments
 - Identify cutting edge research, medical studies and clinical trials
 - Explains findings in plain language
 - Find and bring to the attention of client doctors: cutting edge studies and options
- Ability to complete tasks on a timely basis with minimal supervision and to provide timely / accurate status reports to management
- Must approach duties and role not merely as a job but as if you are the owner of the company and you are on a mission to serve the client
- Track-record of client management

Requirements:

- Education
 - Masters degree in Library and Information Sciences
 - Bachelors degree in a health sciences field
- Fluency in the following software: Google Health, Backpack, Freshbooks, Quicken Medical Expense Manager, LiveScribe, Skype
- Excellent computer skills: including knowledge of Microsoft Office applications and web based solutions
- Provides own cell phone, lap-top computer and access to internet
- Must pay for, carry and provide proof of the following insurances:
 - Auto coverage in the amount of \$500,000 combined single limit
 - Professional liability in the amount of \$1,000,000
 - Must add Concerto HealthPartners as an Additional Insured under both policies and must provide a Certificate of Insurance showing these coverages
 - Contractors who will be driving must add Concerto HealthPartners as an Additional Insured onto their auto policy and provide a Certificate of Insurance as proof that they have the appropriate auto coverage

- Critical Success Factors
 - Evidence knowledge of
 - Which sites are legitimate, authoritative, backed by solid research, written & supported by professionals in their respective fields
 - Which medical journals are the most regarded and respected, and they should know how to judge the quality of a published research study
 - To search out on-going trials, and find the physicians who are foremost in a field--based on research published
 - Experience at a large highly wired top research medical school or medical center library. Again-- we need someone who knows the databases, the online resources, how to understand medical research & published studies--and who knows how to judge quality, importance & validity
 - Possess gumption - - able to initiate and establish rapport with experts, asking questions, and with a network of people with whom to consult. Someone who enjoys finding answers and likes being a detective
- Willingness to travel locally
- Able to work flexible, non-traditional hours dependent on variable client medical needs

Disclaimer

- By applying to this role you acknowledge & agree
 - This is exclusively an independent contractor role. It does not form any employment relationship and you forfeit any ability to claim full-time employment with Concerto HealthPartners
 - Must sign the Concerto HealthPartners subcontractor contract prior to assuming duties
 - Concerto HealthPartners do not provide medical advice, diagnosis or treatment

Concerto HealthPartners is the premier provider of patient advocacy services to individual consumers and institutions. We move fast and require our contractors to be adept at working both independently and across small teams within a larger virtual network. The environment is creative, collaborative, supportive, and very, very challenging. We expect our contractors to be self-starters, conscientious, and responsible. If you are excited to exercise your potential and contribute to a great company's further success, Concerto HealthPartners may be right for you.

Concerto HealthPartners is an equal opportunity employer that celebrates diversity at all levels of our organization.

**Please send your resume to at careers@concertohealthpartners.com.*