



Medical Debt

GENERAL COUNSEL

Primary Category: Administration

Type of Position: Full-Time Exempt

Location: NY Tri-State or Remote

Education Requirement: Juris Doctor degree from an accredited institution

Experience Requirement: 5-8 years of legal experience, with at least 3 years in healthcare or regulatory environments; experience with government contract negotiation strongly preferred

ABOUT UNDUE

Undue Medical Debt, also known as RIP Medical Debt, was founded in 2014 by two former debt collections executives, who, over the course of decades in the debt-buying industry, met with thousands of Americans saddled with unpaid and un-payable medical debt and realized they were uniquely qualified to help these people in need. They used their expertise and compassion to create a unique way to relieve medical debt: they would use donations to buy large bundles of medical debt and then relieve that debt with no tax consequences to recipients. From this idea came Undue Medical Debt, a New York based 501(c)(3). The results have been spectacular— more than \$11.8 billion in medical debts eradicated so far, providing financial relief for over 7 million individuals and families.

Undue's mission is to end medical debt and be a source of justice in an unjust healthcare finance system; a unique solution for patient-centered healthcare providers; and a moral force for systemic change.

Undue's offices are located in Long Island City NY, just minutes from Manhattan, conveniently located steps away from many major subway lines. The team has implemented and fully embraced a hybrid work environment, working from the office only 3 days per week.

ABOUT THE POSITION

At Undue Medical Debt, we realize the importance of operating within the law while carrying out our mission to abolish medical debt and be a change agent within the healthcare landscape. We are seeking a General Counsel to support our various teams with their legal expertise and act as our primary advisor on all legal matters.

The General Counsel will play a critical role as we experience unprecedented growth. The ideal candidate should have familiarity with government contracts, multi-state healthcare providers, and be comfortable acting as the main advisor for all legal matters.

DUTIES AND RESPONSIBILITIES

Legal Strategy and Advice:

- Develops and executes multi-year legal strategies that align with our mission and our growth strategies.
- Provides timely advice and guidance on all legal matters to senior staff and board members.
- Engages with outside legal expertise as needed for compliance with the needs of our healthcare providers or for government contracts.

General Contract Review

- Review all contracts related to other operations of the organization.
- Update and maintain a library of templates to use with Undue MD subcontractors.
- Review edits to templates requested by subcontractors.
- Oversees contract management, compliance, and analysis.

Risk Management

- Serve as the HIPAA Security Officer.
- Advise on HIPAA compliance, including providing legal advice related to beneficiary inquiries.
- SOC2 compliance oversight.

Other Duties and Responsibilities

- Perform other tasks as may be assigned by management or supervisors.
- Adhere to the organization's conflict of interest and code of ethics policies.
- Ensure effective service and value from outside counsel.
- Take minutes at board meetings.

QUALIFICATIONS

Required Work Experience:

- 5-8 years of legal experience, with at least three (3) years working in healthcare or regulatory environments.
- Experience negotiating government contracts strongly preferred.
- Experience in large law firm preferred.
- HIPAA and data privacy experience preferred.
- Strong communication, negotiation, and interpersonal skills

Required Skills

- Comprehensive knowledge of the law, with experience in government contracts or healthcare billing.
- Familiarity with collection agency practices would also be helpful.
- Sound judgment in weighing inputs and evaluating courses of action that adhere to legal requirements and our overall mission.
- Ability to work collaboratively in fast-paced hybrid and remote environments.
- Ability to communicate complex legal issues and terms to non-legal stakeholders ranging from internal team members, government entities, media, and the public.

- Confidence and adaptability in working with C-Suite hospital executives.
- General understanding of healthcare compliance issues such as Anti-Kickback Statute.
- General understanding of nonprofit business functions and reporting requirements.
- General understanding of the healthcare revenue cycle.

REQUIRED EDUCATION AND LICENSURE

- Juris Doctor degree from an accredited institution.
- Active bar membership.
- Active license in NY or other state required.

COMPENSATION AND BENEFITS

- Annual salary \$175,000-\$200,000 for qualified local candidates (offers to candidates outside of the New York metro area may vary based on the location).
- Hybrid work environment (office work 3 days a week) or a telecommuting arrangement.
- 4 weeks PTO (with additional days granted upon 3rd and 5th anniversaries).
- Employer-paid medical, dental, and vision coverage.
- Employer-paid life insurance, short-term and long-term disability.
- 403(b) retirement plan matching.
- Employee Assistance Program.

HOW TO APPLY

To be considered for the position, send your resume and cover letter to apply@unduemicaldebt.org

EQUAL OPPORTUNITY EMPLOYER STATEMENT

Undue Medical Debt is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. Undue Medical Debt makes hiring decisions based solely on qualifications, merit, and business needs at the time.