



## **Position Listing for: General Counsel**

### **Position Purpose**

The General Counsel assists MiHIN in providing legal advice, setting internal legal policies, anticipate issues and estimate risk, identify and eliminate risk, make decisions based on ethics and integrity, deal with external organization, manage legal team, meet legal objectives, deal with matters that cut across legal and related areas, keeping abreast of legislative changes to healthcare and trademark portfolio and draft agreements that minimize risk and maximize legal rights to MiHIN including but not limited to: vendor contracts, business contracts, license agreements, statements of work, data sharing agreements, use case agreements, HIPAA Business Associate Agreements and other legal agreements. The General Counsel also helps the Executive Director and Associate Director with all intellectual property matters including licensing, royalty agreements, patent applications and patent prosecution, trademarks, copyrights, and communications with outside counsel.

The General Counsel provides support with legal due diligence and research as required, manages MiHIN's legal agreements/contracts records including but not limited to document audits, data integrity checks and coordination with outside counsel where necessary. The General Counsel supervises the Legal Assistant to make sure that all legal documents are fully tracked and inventoried using the company's Salesforce system.

### **Essential Functions and Basic Duties**

- Contribute to the state and national dialogue around privacy & data sharing
- Perform a variety of activities in support of MiHIN to include legal advice
- Streamline and standardize MiHIN legal templates and execution
- Negotiate and draft legal agreements
- Coordinate and monitor the financial expense of external legal services
- Negotiate with outside parties on contractual issues and legal disputes, including settlement conferences
- Anticipate and mitigate potential legal problems involving the company
- Evaluate MiHIN's existing policy and procedures to ensure alignment with security or privacy practices and federal regulations
- Advise Executive Director and Associate Director on legal matters
- Oversee all Intellectual Property including patent, copyright and trademark records



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- Maintain strict confidentiality of sensitive information
- Other duties as assigned

### Required Qualifications

- Bachelor's or Master's degree in related field
- J.D. Degree
- Demonstrated ability to drive contracts or agreements to closure quickly
- Overall broad legal knowledge (corporate law, contracts, healthcare)
- Five or more years of experience in General Counsel or comparable environment
- Strong analytical, interpersonal, verbal and written communication skills to accurately document, report, interpret and explain moderately complex information
- Ability to develop legal strategy and objectives
- Ability to communicate and interface effectively with all levels of personnel, including management, customers and vendors
- Ability to work both independently and in a team environment is essential
- Ability to anticipate legal issues or risks
- High degree of professional ethics and integrity
- High degree of discretion, full awareness of, and sensitivity to all Intellectual Property matters, documents and communications
- Energy, enthusiasm, and drive to continually and proactively manage workload
- Willing and able to travel occasionally

### Desired Qualifications

- Prior experience negotiating contracts related to information and technology services
- Exposure to state and federal acquisition regulations and associated contracting
- Experience working with a start-up organization and equity funding
- Deep understanding of privacy laws with specific focus on HIPAA, FERPA, IDEA, and emerging practices for consumer protection
- Healthcare technical background and general understanding
- General knowledge of Intellectual Property including, patents, trademarks and copyrights
- Ability to maintain confidentiality of sensitive information
- Ability to identify issues, solve and respond to routine problems or situations that require interpretation



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**Position Reports to:** Associate Director

**Supervisory Role:** This position manages other employees or contractors

**Job Location:** East Lansing, MI

### What is MiHIN?

The Michigan Health Information Network Shared Services (MiHIN) is Michigan's state-designated entity to improve health care quality, efficiency, and patient safety by sharing electronic health information statewide, helping reduce costs for patients, providers, and payers. MiHIN is a non-profit, public-private collaboration that includes stakeholders from the State of Michigan, Health Information Exchanges that serve Michigan, health systems and providers, health plans/payers, pharmacies, and the Governor's Health Information Technology Commission.

### Our Culture:

MiHIN provides a stimulating, high-energy environment for a wide variety of talented people who are making a positive improvement in health care. We're working to build a healthier future for the state of Michigan, and we are always looking for motivated, bright, efficient professionals and interns to help advance our goals for sharing health information in ways that reduce costs and improve outcomes.

### Our Benefits:

MiHIN's health benefits are incredibly generous and quite rare in today's job market. At this time our employees realize little to no out-of-pocket expenses for excellent coverage. MiHIN covers 100% of the cost of premiums so there are no deductions from paychecks for insurance. MiHIN currently also contributes to a Health Savings Account, known as an HSA, to cover the full or partial amount of the annual health insurance deductible. That means MiHIN currently covers the cost of premiums *and* the full or partial cost of the health insurance deductible, to minimize or completely eliminate employee out-of-pocket expenses.