



Employment Opportunity for: Paralegal

Position Purpose

The Paralegal assists the Legal Group and Senior Paralegal in managing, organizing, maintaining and tracking all legal activities at the company 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 Paralegal also helps the Senior Paralegal with all intellectual property matters including licensing, royalty agreements, patent applications and patent prosecution, trademarks, copyrights, and communications with outside counsel.

The Paralegal provides support with legal due diligence and conducts basic research as required, manages legal document/contract records including but not limited to record creation, data entry, document audits, data integrity checks and coordination with outside counsel. The Paralegal works with the administrative staff to make sure that all legal documents are fully executed as necessary by all required signatories and that the legal documents and their status are tracked and inventoried using the company's Salesforce.com system.

Essential Functions and Basic Duties

- Performs a variety of activities in support of the Senior Paralegal to include tracking deadlines, updating status lists, and preparing documents
- Ensures the most current versions of legal documents and templates are kept up to date and that only the most current versions are sent to parties for review
- Keeps track of the status of all legal documents in review and ensures that the review process keeps moving forward towards closure and execution for all documents in process
- Maintains, processes, reviews, and compiles a variety of confidential and sensitive electronic and hard copy documents, records, timelines, and correspondence, requiring tact and discretion
- Utilizes interpersonal, verbal and written communication skills to interface with management and representatives of outside organizations, including MiHIN's external counsel and from time to time with other party legal counsel
- Gathers, collects, records, tracks, and verifies data and information from multiple sources
- Stewards and manages actions due with outside counsel
- Prepares and progresses Intellectual Property documents, formal papers, database reports and meeting presentations



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- Performs other legal administrative duties as necessary, such as search requests, entity verifications, invoice administration, budget reports, portal maintenance, recognition projects, etc.
- Responds to routine verbal and written requests for information from internal sources
- Utilizes MS Office Suite and other applications
- Maintains strict confidentiality of sensitive information
- Other duties as assigned

Required Qualifications

- Bachelor's degree in related field
- Prior work experience in corporate or law firm environment
- Strong analytical, interpersonal, verbal and written communication skills to accurately document, report, interpret and explain moderately complex information
- Ability to communicate and interface effectively with all levels of personnel, including management, customers and vendors
- Excellent spelling, punctuation, proofreading and grammatical skills
- Strong computer skills, including but not limited to experience with a legal document tracking system, Microsoft Outlook, Word, Excel, PowerPoint, Vizio
- Ability to transcribe legal documents and correspondence from rough draft
- Strong organization skills and ability to establish priorities
- Proficiency in legal terminology and familiarity with legal department matters
- Ability to work both independently and in a team environment is essential
- High degree of discretion, full awareness of, and sensitivity to all Intellectual Property matters, documents and confidential communications
- Energy, enthusiasm, and drive to continually and proactively manage workload

Desired Qualifications

- Ability to grasp new concepts quickly
- Ability to maintain confidentiality of sensitive information
- Ability to identify issues, solve and respond to routine problems or situations that require interpretation
- Willingness and initiative to balance multiple tasks within a set of deadlines using a high level of mental effort while producing a high



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- volume of information
- General working knowledge of Intellectual Property matters (relative to patents, trademarks, copyrights, and license agreements).
- Uses tact and judgment in confidential situations; excellent interpersonal and communication skills

FLSA Status: Non-Exempt

Position Reports to: Senior Paralegal

Supervisory Role: This position does not manage other employees or contractors, but may supervise an Intern.

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 healthcare. 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 may also contribute 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.

Notice

MiHIN does not discriminate in employment against persons based on age, color, disability, gender, gender identity/gender expression, genetic information, familial status, height,



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marital status, national origin, political persuasion, race, religion, sex, sexual orientation, veteran status, or weight. Applicants must be legally permitted to work in the United States and have the ability to pass a background and history check in keeping with federal and state regulations.