

## Physician Relations Coordinator

### Career Description:

#### Overall Responsibility

The Physician Relations team member will lead the initial and ongoing communication and training of both the staff and independent contractor physicians that are part of American Well's Online Care Group. The Physician Relations Coordinator is responsible for seeing the physician training process through from beginning to end, as well as maintaining continuing communication with all physician's that are affiliated with the Online Care Group. The Physician relations coordinator has an instrumental role in building and maintaining the relationship between American Well and the Online Care Group. The position requires excellent organizational, communication and technological skills.

#### Core Job Duties

- Effectively communicate with all physicians in our network on changes, action items, meetings, and other items that are of importance to them
- Train all physicians on an on-going basis, from product introduction through their final review before working on the system.
- Utilize workflow tracking systems to manage the training, and certification of physician's joining American Well's Online Care Group.
- Create and maintain a Physician Recognition program for our Staff Physicians.
- Maintain positive relationships with all of the Physicians in our Group
- Manage multiple tasks, meet deadlines, and prioritize multiple projects that require detail-orientation.

#### Qualifications

- Bachelor's Degree preferably in business, marketing or communications
- Sound decision making ability
- Excellent communication skills
- Excellent Organizational Skills
- Excellent Technological skills
- Independent and motivated individual who requires minimal supervision
- Aggressive, detail-oriented with a strong desire to succeed and thrive in a challenging environment

To apply, please send your resume, along with a brief summary of your skills, experience and professional interest to [jobs@americanwell.com](mailto:jobs@americanwell.com) and reference job title in subject line.

#### About American Well

Have you ever wanted to talk to a doctor online rather than take time out of your day to set up an appointment or wait in the emergency room? Have you ever wished that a 10 minute checkup or follow-up didn't require you

to set aside two hours from your day? We are a web startup based in Downtown Boston offering a software service that facilitates online conversations between healthcare providers and patients. Our product is used by several regional health plans and hospitals to allow consumers to receive quality care online and provide physicians with an additional means to stay in touch with their patients.