Emdeon Accelerated Development Program (ADP)

Company Background
Emdeon is a leading provider of revenue and payment cycle management and clinical information exchange solutions, connecting payers, providers and patients in the U.S. healthcare system. Emdeon's offerings integrate and automate key business and administrative functions of its payer and provider customers throughout the patient encounter. Through the use of Emdeon's comprehensive suite of solutions, which are designed to easily integrate with existing technology infrastructures, customers are able to improve efficiency, reduce costs, increase cash flow and more efficiently manage the complex revenue and payment cycle and clinical information exchange processes.

Emdeon's network encompasses: 700,000 providers, 1,200 government and commercial payers, 5,000 hospitals, 105,000 dentists, 60,000 pharmacies and 600 vendor partners.

Emdeon has over 4,000 employees and for FY 2014 Emdeon generated over $1.3 billion. In November of 2011, Emdeon was acquired by Blackstone in a transaction valued at approximately $3 billion.

Market Segments

Providers
Emdeon is a leading provider of integrated Revenue Cycle Management Solutions and Services that help healthcare professionals optimize their cash flow management while reducing administrative costs.

Payers
Emdeon is a proven provider of claims and payment management solutions that increase efficiencies in the healthcare system - helping healthcare payers and Preferred Provider Organizations (PPOs) improve efficiencies while lowering administrative costs.

Pharmacy Services
Emdeon Pharmacy Services simplifies the prescription process and increases efficiency, accuracy and profitability for our customers ranging from national pharmacy chains and payers to prescription benefit managers to your local drugstore.

Industry Leadership
With the vision of improving healthcare through insights, Emdeon has connections to more payers, providers and vendors than any other healthcare business in the marketplace. Emdeon understands how to deliver solutions that best impact the flow of information for all parties to increase efficiency and maximize profitability. By connecting information intelligently and optimizing workflow, payments, and insights through its intelligent healthcare network, Emdeon simplifies the business of healthcare for everyone.

Culture
Emdeon’s culture is defined by the following values:
**Customer Centric:** We exceed customer expectations. We partner with our customers to innovate. We are our customers’ preferred, strategic partner.

**Top 10%:** We strive to be the best at what we do. We are irrefutably achieving top decile performance. We continuously improve on our key value drivers.

**Hire & Develop the Best:** We recognize and nurture exceptional talent. We do not compromise for social cohesion. We enjoy coaching and meet our commitments.

**Think Big, Start Small and Move Fast:** We seek big opportunities and have a bias for action. We develop and communicate a bold vision. We take intelligent risks, test hypotheses and ‘fail fast’.

**Empowerment with Accountability:** We genuinely listen and challenge conventional wisdom. We are accountable to external and internal customers. We operate based on transparency, metrics and teamwork.

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**Blackstone Group**

Blackstone (NYSE: BX) is one of the world’s leading investment and advisory firms. Blackstone seeks to create positive economic impact and long-term value for its investors, the companies they invest in, the companies they advise and the broader global economy. Blackstone does this through the commitment of its extraordinary people and flexible capital. Its asset management businesses include investment vehicles focused on private equity, real estate, hedge fund solutions, non-investment grade credit, secondary funds, and multi asset class exposures falling outside of other funds’ mandates. Blackstone also provides various financial advisory services, including financial and strategic advisory, restructuring and reorganization advisory and fund placement services. Further information is available at www.blackstone.com.

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**JOB SUMMARY:**

The Accelerated Development Program (ADP) is a two-year program that includes rotational assignments and leadership development through participation in formal and informal learning opportunities, including mentoring and coaching. Each rotational assignment is 6 months in length, and will provide exposure to a variety of functional areas with the organization, including: Operations, Technology/Research and Development, Product, Sales, Finance, and others. Rotational assignments will focus on developing competency in multiple areas, including technical skills, project management, business cycle dynamics, and analysis and process improvement.

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**PRIMARY RESPONSIBILITIES:**

1. **Research and Analysis**
   a. Assists with research, analytics and support efforts related to new markets, new products, mergers and acquisitions.

2. **Process Improvement and Documentation**
   a. Assists with comprehensive analysis (operational, analytical and financial) for projects focused on maximizing revenue and efficiencies while reducing administrative and other costs.
b. Contributes to the development and documentation of policies, procedures and processes.

3. **Engineering/Research and Development, Testing and Implementation**
   a. Assists in the development, testing and implementation of systems to improve performance, service and/or management of key areas.

4. **Project Management**
   a. Manages assigned process improvement project(s).
   b. Develops, communicates, and monitors project schedules, budgets and resources.
   c. Communicates key areas of concern or risk toward progress and goals. Recommends actions, support and/or resources needed to overcome potential obstacles.

5. **Reporting**
   a. Assists with monthly reporting to include budget variances, compliance review, and performance metrics analysis.
   b. Develops reports and tracking systems using database applications, such as MS Access and Excel.

6. **Product Development**
   a. Works with and supports the product development team through the steps of the new product development lifecycle.

7. **Operations and Workforce Management**
   a. Supports the business operations of areas such as call centers.
   b. Analyzes metrics, productivity and service levels needed for workforce management, quality assurance and improvement initiatives.

8. **Sales and Relationship Management**
   a. Responsible for developing and maintaining positive client relationships as well as critical interfaces between business functions.
   b. Assists with presentations, exhibits and other activities in an effort to maintain and establish positive relationships with customers.

9. **Overall Business / Market / Healthcare Knowledge**
   a. Acquires an understanding of the business processes in a broad range of operational areas.
   b. Acquires an understanding of the relationship and interdependencies between departments.

10. Other duties as assigned.

**EDUCATION AND EXPERIENCE:**

**Required:**
- Bachelor’s degree.
- Minimum GPA of 3.2
- Related internship experience preferred
Specific Technical Skills
Required:
- Strong PC skills to include MS Office Suite (Word, Excel, PowerPoint, Outlook)

Other:
Required:
Demonstrated ability to
- Be decisive and exercise good judgment
- Be flexible while achieving change
- Consistently accomplish results
- Positively influence others
- Maintain integrity in every situation
- Openly and effectively collaborate and communicate with all team members
- Understand and resolves issues efficiently and effectively
- Think broadly
- Seek customer feedback, ensure customer satisfaction
- Create effective plans and manage work accordingly
- Take initiative and demonstrate commitment
- Improves processes
- Readily adapt and embrace change