JOB TITLE: Paralegal
BUSINESS UNIT: Recovery Operations
REPORTS TO: Team Lead

POSITION DESCRIPTION:
Responsibilities include managing a "paperless" healthcare subrogation recovery case load through investigation, pending and settlement stages of the process. Individuals must be organized with the ability to think critically, anticipate, identify and develop resolutions in a timely manner. The DHP work environment is team orientated, the paralegal will coordinate efforts with legal assistants and attorneys to bring matters to efficient and successful outcomes.

RESPONSIBILITIES & JOB FUNCTIONS:

- Work all aspects of the recovery process following client specific procedures and guidelines
- Identify and develop subrogation opportunities
- Research and request case information to develop cases
- Place parties of interest on notice
- Maintain a calendar diary to monitor case activity
- Respond timely to all electronic, written and verbal communications
- Log information derived from written and verbal communication; where required maintain detailed and accurate records
- Pursue worker's compensation, third party liability, first party uninsured and underinsured recovery, med-pay coverage and no-fault recoveries.
- Delegate and monitor first party recovery and file development assigned to Legal Assistant
- Engage advice and/or help of legal manager to proactively resolve cases
- Understand basic health plan contractual provisions and apply to the reimbursement efforts
- Ensure compliance of state and federal laws
- Adhere to settlement authority levels
- Negotiate health plan medical claim settlements
- Train and mentor peers
- Provide feedback to management and unit on trends or developments
- Sensitivity to privacy in accordance with HIPPA guidelines

POSITION REQUIREMENTS:

- Bachelor's degree (paralegal bachelor's degree or post-baccalaureate certificate strongly preferred)
- Developed customer service skills
- Strong organizational and time management skills
- Ability to work independently and as part of a team
- Working knowledge of Microsoft Word, Excel, internet research skills