

MEDICAL RECORDS PARALEGAL

Medical Records Paralegal. Team, Talent, Truth, Tenacity, Triumph. These are our values.

To watch employee testimonial videos, and Bert's tour of our office, go to www.HurtCallBert.com/jobs. For Glassdoor reviews, go to: <https://www.glassdoor.com/Reviews/Parnall-Law-Firm-Reviews-E2060161.htm>.

Please read below concerning how to apply.

We are a growing plaintiffs personal injury law firm. This is an additional position due to the firm's growth. Candidate must be enthusiastic, confident, a great team player, a self-starter, and able to multi-task in a fast-paced environment.

Medical Records Paralegal duties include: ensuring all records and bill have been received; drafting a medical summary of the injuries and treatment each Client received; reviewing the Client's file to understand the damages concerning the legal claim; drafting the demand letter, which outlines liability, damages, and other issues pertaining to each case; collecting and summarizing medical records that pre-date the injury arising from the legal claim; reviewing records collected by defense counsel and noting any significant issues; summarizing records concerning potential medical malpractice cases; review records and bills for relatedness, discrepancies, high billing, etc.; estimate billing from VA or medical treatments not yet complete; communicating issues to assigned attorney and paralegal.

Keys to success in this position: Tenacity and follow-up, organization, decision making, attention to detail, being proactive, ability to work on multiple projects, ability to listen and ask questions, intrinsic desire to achieve, no procrastination, desire to help team and client, willing and glad to help wherever needed, offering assistance beyond basic role, focus, motivation, and taking ownership of role. You must feel fulfilled by the importance of your role in ensuring clients' bills are paid properly. Obviously, work ethic, character, and good communication are vital in a law firm.

Barriers to success: Lack of drive and confidence, inability to ask questions, lack of fulfillment in role, procrastination, not being focused, too much socializing, taking shortcuts, excuses. Being easily overwhelmed by information, data, documents, and insurance and/or medical providers' billing challenges.

If you want to be a part of a growing company with an inspired vision, a unique workplace environment and opportunities for professional growth and competitive compensation, **you MUST apply online at www.HurtCallBert.com/jobs. Emailed applications will not be considered.**