

## **Paralegal – Injury & Treatment Team**

This paralegal position is responsible for legal and administrative tasks during the treatment phase of a personal injury case.

Responsibilities include:

- Meet and/or speak with clients review and document the status of injuries and treatment
- Timely communication with clients, attorneys, and medical providers
- Follow up on outstanding requests for medical records
- Receive medical records and bills
- Follow up timely on outstanding requests
- Accurately confirm & document all accident related medical charges, payments, adjustments, and balances
- Monitor and document all Liens
- Perform investigative tasks at the direction of the Attorney and/or Manager
- Daily processing of scans and mail
- Efficiently update and maintain all case information and activities
- Prepare case transfer file status reviews to the Demand and Settlement team
- Assist with phone coverage as needed.

Qualifications include:

- AS degree in legal studies, paralegal certification, or equivalent experience
- Personal injury paralegal experience
- Proficient in the initial case opening phase through the medical treatment phase
- Extensive experience interacting with clients in person and by phone
- Professional written and verbal communication skills (grammar, spelling, tone)
- Excellent service skills
- Efficient time management skills
- Detail oriented, proactive team player also able to work independently.
- Automation experience includes proficient typing skills to navigate various software programs, phone system, the internet, Microsoft Office Suite, Outlook, and Adobe. Needles software experience a plus.

Our benefit options include medical, dental, vision, life insurance, short-term disability, long-term disability, a 401(k) plan, and a paid time off bank. We recognize talent and reward results. We provide opportunities for continued growth through on-site training, tuition assistance, and a book club. Please apply by forwarding your cover letter and resume to [humanresources@cartermario.com](mailto:humanresources@cartermario.com).