



JOB DESCRIPTION

Job Title: Legals / Correspondence

Classification: Non-Exempt

Department: Westside Clinic

Reports to: VP of Revenue

Primary Job Responsibilities:

1. Processes all workers compensation paperwork, FMLA, AFLAC, etc.
2. Processes all legal paperwork received in the office for physician review and signature.
3. Completes any paperwork from school counselors and/or employers that require physician signature.
4. Processes, scans, and mails completed written paperwork on behalf of Physicians.
5. Schedules phone conferences, attorney meetings and depositions.
6. Completes charge entry for billing and/or legal services as needed for legal appointments scheduled by correspondence.
7. May act as back-up for LNI Coordinator, and fellow correspondence teammate.

Education: High School Diploma or equivalent.

Experience: 2 years medical office experience preferred.

Performance Requirements:

Knowledge:

1. Individual must be detail oriented and demonstrate strong organizational skills.
2. Excellent oral and written communication and interpersonal skills, with a proven ability to interact with high level executives and physicians.
3. Personal accountability is expected.
4. Knowledge of LNI processes and procedures preferred.
5. Advanced computer skills required, with expert knowledge of Microsoft Office, word-processing and spreadsheet software.
6. Professional attire is a must.

Skills:

1. Skill in operating office equipment.
2. Skill in organizational matters including time management, prioritization, and multitasking.
3. Skill in writing and communicating effectively.
4. Skill in problem-solving.

Abilities:

1. Ability to competently use Microsoft Office, including Word, PowerPoint, Excel, and appropriate practice management software, email and internet.
2. Ability to communicate clearly and concisely.
3. Ability to establish and maintain effective working relationships with peers, patients, physicians, clinical staff, and the public.
4. Successful candidate must have excellent oral and written communication skills with the ability to interact professionally with patients, physicians, and high-level executives.
5. Advanced computer skills preferred with Excel experience.
6. Strong organizational skills and personal accountability is expected.

Position Type/Expected Hours of Work:

This is a full-time position. Days and hours of work are Monday through Friday, 8:00 am to 4:30 pm (or as otherwise agreed).