

Senior Claims Analyst – Einstein Medical Center Philadelphia

Einstein Healthcare Network is a private, not for profit organization with several major facilities and many outpatient centers. Our primary mission is to provide compassionate, high-quality healthcare to the greater Philadelphia region.

Responsibilities

- Manage professional and general liability claims by investigating, analyzing, and evaluating exposures, and bringing cases to timely resolutions in compliance with Einstein Jefferson Health claims philosophy and guidelines.
- Maintain a diary of mid- severity range claims. Monitor diary on 30-, 60-, and 90-day schedule and document ongoing developments including liability and damage evaluation in the claims computer system.
- Evaluate primary and excess insurance coverage. Report exposures to excess carriers promptly and in accordance with excess carrier reporting requirements. Provide updates to excess carriers.
- Communicate regularly with defense counsel to analyze exposure and plan and execute defense strategy.
- Negotiate settlements directly with patients or plaintiff attorneys, or direct defense counsel to negotiate settlements. Find alternative ways to reach cost effective end results in which all parties benefit. Recommend solutions to claims.
- Monitor and control defense expenses. Approve defense attorney invoices in billing system in accordance with company guidelines.
- Attend mediations and trials. Provide prompt updates to supervisor and senior management.
- Prepare claims summary reports in accordance with claims guidelines.

Qualifications

- Bachelor's degree in related field.
- Minimum of 3 years claims management experience. Senior claims management experience preferred.

- Excellent organizational and communication skills. Ability to interact with physicians, risk managers and hospital executives.
- Experience using computerized claims systems.
- Proficiency in Excel desired.

JOB ID # 9271302

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