Thank you for the quick reply!

The title is Legal and Risk Support Specialist and it is full-time, traditional M-F daylight work hours and the posting can be located at https://pm.healthcaresource.com/cs/stclair/#/job/3127. I can be listed as the contact person.

Below is ideally what we would like posted. It reflects the summary, minimum qualifications we require and essential functions. Thanks again!

Summary
While performing duties related to St. Clair Hospital (SCH) and its affiliates, this position is responsible for providing paralegal, information system administration, and administrative services for the Administrative and Risk Management departments, including risk management; paralegal support to the Chief Legal Officer, claims and loss run management; and support for patient safety and regulatory affairs. Following necessary training, this individual will serves as the RL Solutions systems administrator for the Risk Management Incident Reporting and Claims Management Systems; and serve as the facility system manager for St. Clair Hospital’s Pennsylvania Patient Safety Reporting System (PSRS).

Minimum Qualifications
1. Three years of previous legal or risk management or other relevant experience.
2. Completion of an Associate’s degree or higher
3. Experience, training and education as a Paralegal or Legal Secretary, or similarly functioning role.
4. Demonstrated proficiency in Microsoft Office software.
5. Ability to accurately trend, track and apply basic analytics for report generation and distribution.
6. Strong oral and written communication skills to communicate effectively and professionally with legal counsel, insurance brokers, executives, physicians, nurses and others.
7. Ability to organize, prioritize, and work independently; possesses critical thinking and decision-making skills.
8. Ability to handle sensitive information with the highest degree of integrity and confidentiality.

Essential Functions
1. Exemplifies St. Clair Hospital’s Customer Service Behavioral Expectations in all interactions. Treats customers with respect, compassion, and hospitality; anticipates, identifies, and responds to individual needs; makes a positive first impression by acknowledging customers; and demonstrates flexibility while maintaining priorities.
2. Complies with Hospital policies regarding confidentiality of patient information; handles sensitive information, both oral and written, in a confidential and discreet manner.
3. Uses independent judgment to efficiently manage office policies and procedures.
4. Establishes and maintains an accurate recordkeeping system for electronic and paper documents including those involving contact with insurance carrier(s), healthcare provider(s), and state/local agencies. Classifies, sorts, and files documents to meet organizational, departmental, accreditation, and governmental, and regulatory requirements. Sorts and distributes mail and reconciles bills for accuracy.
5. Generates, types, and distributes memos; letters; and meeting minutes of the Patient Safety Committee, Regulatory Preparedness Committee, and other committees, as necessary.
6. Generates draft legal notices and agreements for review by Chief Legal Officer.
7. Manages Contract database with oversight by Chief Legal Officer.
8. Updates and maintains the St. Clair Hospital Quality intranet site.
9. Initiates timely and comprehensive legal and insurance summaries, correspondence, presentations, minutes, reports, and other documents upon request.
10. Maintains the loss run report and submits it quarterly to senior management and actuary.
11. Tracks all events that have been reported to outside regulatory bodies by maintaining a system cross-reference log.
12. Performs initial investigation of facts in newly filed lawsuits through document review. Drafts summary memo of all newly filed complaints.
13. Verifies and accepts complaints and writs of summons on behalf of the organization and insured physicians.
14. Reviews thoroughly all legal correspondence and pleadings, and updates internal claims summaries.
15. Maintains internal litigation docket and calendar, noting deadline dates for responsive pleadings/motions, court appearances, and other important deadlines. Gathers and arranges documents in response to discovery requests for attorney review.
16. Conducts research on relevant laws, regulations, and legal articles as requested.
17. Provides first-level review of all legal correspondence and discovery requests; performs initial review and analysis of all attorneys’ requests of medical records for potential liability issues.
18. Coordinates deposition preparation and depositions of staff in open lawsuits with outside counsel.
19. Performs claims history searches as requested by Corporate Compliance and Insurance Department.
20. Performs data reviews of occurrence reports, complaints, grievances, claims, and insurance information to ensure accuracy and to confirm mandatory reporting requirements have been met; reports discrepancies to the Patient Safety Officer.
21. Processes payment requests from the PNC trust fund in accordance with the trust agreement; manages all activities related to reconciliation.
22. Ensures all Level III events are summarized for insurers and regulatory agencies. Provides draft summaries of all legal cases and judgments for Director and reconciles required Department of Health, Medicare and National Practitioner Data Bank notifications.
23. Functions as system administrator for the occurrence and claims database systems and acts as the facility system manager of the St. Clair Hospital Pennsylvania Patient Safety Reporting System (PSRS).
24. Designs, generates, and distributes standard and custom reports monthly, quarterly, annually, and upon request to meet organizational, accreditation, and regulatory requirements.
25. Coordinates and assists in the development and implementation of all event reporting system upgrades and performs modifications to system databases as needed.
26. Ensures all data interface functions are processing as anticipated and investigates and repairs the system(s) if discrepancies are identified.