



Job ID: Med Legal Coordinator

Location: Northwest Office

Position Type: Full –Time

Essential Duties and Responsibilities:

- Answer multi-line phone system in a fast-paced environment
- Ensure required paperwork is completed correctly
- File & maintain client paperwork
- Data entry
- Efficiently organize and maintaining physician files
- Prepare & send correspondence via e-mail, mail and fax
- Assist in the preparation of legal documents including all related matters
- Legal environment handling sensitive and confidential matters
- Answer and assist with telephone and email inquiries from internal and external clients
- Medical Legal Billing
- Design spreadsheets and Word documents
- Schedule depositions for all physicians
- Knowledge of CPT and ICD-10 codes.

Qualifications and Experience Requirements:

- Basic knowledge of MS Word & Excel, Outlook
- Type 40-50 wpm
- Bilingual Preferred
- Excellent organizational, interpersonal, oral, and written communication skills.
- Ability to handle sensitive and confidential matters with discretion and diplomacy

Education Requirements:

- High School Diploma or GED required.
- Associate's or Bachelor's Degree preferred
- Paralegal Certified Preferred