

Risk Management Coordinator

Qualifications: Nursing Degree, Valid R.N. License and 3 to 5 years of practical work experience

Job Overview: The Risk Management Coordinator supports the up front medical underwriting process by providing medical insight and analysis of high cost medical conditions and back end Case Management oversight services for our existing business groups.

Essential Responsibilities:

Conduct thorough review of medical records and case management notes. Will also have nurse to physician and/or nurse to nurse communication to review treatment plans and expected future costs.

Responsible for recommendations of ongoing potential catastrophic risk for new business, renewal and life groups as directed. These recommendations must be presented to the Underwriters in a clear and concise manner.

Review claim submissions for the following but not limited to: Disclosure issues, Medical Necessity, Experimental/Investigational, Subrogation, and possible cost savings. Recommend audit review as necessary.

Establish and maintain key relationships with Third Party Administrator, Utilization Review Vendors, Case Management Vendors, Physicians, consultants and other outside vendors. Assist these sources in steering claimants to appropriate Transplant Network and Center of Excellence as needed.

Provide support, education and act as a resource for underwriters, claims staff and external Third Party Administrator, Utilization Review Vendors, Case Management Vendors, consultants, Physicians and other outside vendors as needed.

During medical reviews and at the end of every month, evaluate and adjust Reserves in claims system.

The individual must also exhibit the following attributes and skills:

- Strong Communication Skills
- Highly organized person with exceptional attention to detail
- Able to prioritize and independently manage workload
- Team Player but also willing to work independently
- Basic Computer skills and Data Entry skills