

## **Risk Management Specialist**

### **Overview**

We are physicians, nurses, allied health professionals and administrators, seeing dynamic people to join our dynamic team. We are looking for leaders who aren't afraid to follow - who want to work within an environment of collaboration and trust. We are looking for well-rounded professionals who are committed to patient care, customer satisfaction, honesty, and mutual respect. We are Kelsey-Seybold Clinic and we invite you to join our team.

This incumbent will assist the Manager of Risk Management in the reporting and management of first and third party claims, particularly medical malpractice and general liability claims made against Kelsey-Seybold and the providers and/or other employees including interaction with adjusters, plaintiff and defense attorneys. This person will also be responsible for investigation of incident reports, ensuring that discovery requests are timely completed, attending depositions, mediations and trials, ensuring that credentialing information and certificates of insurance are provided, and for making claims as a third party claimant against those responsible for damage to KSC. This position has shared responsibility for daily risk management counseling of providers and other clinic personnel, and for orientation of new providers/employees and educational programs, and works with the Quality Improvement Staff in identifying, analyzing and making recommendations on risk management issues.

### **Education**

High School Diploma or GED.

### **Experience**

5-10 years liability claims adjusting with property/casualty insurance company, TPA or in-house corporate risk management depts. in the investigation & management of auto, general, w.c., property claims and must have 5 years experience in medical malpractice claims. Experience in casualty/property insurance claims adjusting, adjusting company or corporate risk management department.

### **Licenses**

Willingness to obtain TX Property/Casualty Adjuster's License or TX Multi-Line License/Willingness to obtain TX Risk Manager's License. Willingness to obtain ARM and/or CPCU.

### **Knowledge & Skills**

Excellent oral and written communication skills, basic computer skills. Extensive knowledge of insurance policies and insurance company claims operations.

To be considered for this position, please go directly to our website at [www.kelsey-seybold.com](http://www.kelsey-seybold.com) to apply online.

“Kelsey-Seybold Clinic is an EE/AA Employer”