



Job Title: Litigation Analyst
Department: Claims
Reports to: Vice President, Claims
Job Grade: Full-time, Exempt

Job Summary:

- Responsible for day to day claims handling as directed by the VP, Claims.
- Conforms to and operates within the internal policies, procedures and systems relative to the claims department operations.
- Indexes new cases received from insureds and insured groups accordingly.
- Responsible for establishing initial contact with insureds on new cases received.
- Responsible for recommending initial reserves (in accordance with OMIC philosophy) on all cases.
- Responsible for obtaining the initial phone interview with insureds and directing further investigation accordingly.
- Responsible for all data entry required by the claims data processing system.
- Assigns and directs defense counsel in accordance with OMIC's defense counsel guidelines.
- Maintains at least a monthly diary review of all open cases.
- Responsible for maintaining appropriate reserves throughout the claims process.
- Undertakes other administrative duties as assigned by the VP, Claims.
- Responsible for completion of necessary state and federal forms as is legally required.
- Isolates cases that are indefensible and need to be resolved.
- Isolates cases that are defensible and should proceed to trial.

Requirements:

- Minimum 1-2 years relevant work experience.
- Proficient in use of Claims Department computer programs such as Microsoft Word, Oasis, Image Right, Acrobat, Power Point and Excel.
- Familiarity with medical terminology, the anatomy of the eye, and ophthalmic surgeries and procedures.
- Ability to work well independently as well as part of a team. Proficient in grammar, punctuation and spelling.
- Strong analytical, research and writing skills.
- Four year college degree required.

Physical Requirements:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

While performing the duties of this job, the employee is regularly required to speak, hear, and must be able to use hands and fingers to manipulate equipment including computers and telephones. Specific vision abilities required by this job include close vision. The employee frequently is required to sit or stand for long periods of time and reach with hands and arms. The employee may occasionally lift and/or move up to 10 pounds.

Special Requirements:

Occasional travel required to selected trials, settlement conferences, mediations, seminars, and board meetings.

Reports to:

Vice President, Claims, but should also use the Senior Litigation Analysts experience and seek their advice on issues related to claims handling.

Disclaimer

This job description is not intended to describe, in detail, the multitude of tasks that may be assigned but rather to give the employee a general sense of the responsibilities and expectations of his/her position. As the nature of business demands change, so too, may the essential functions of this position.