

Employment Opportunity

Position Title:

Director Risk Management

Organization:

Cedars Sinai Medical Delivery Network

Location:

Beverly Hills

Job Description (including education/experience requirements, benefits, duties, etc.)

The Insurance Specialist provides support for the Director of Risk Management and the Risk Department by performing insurance coordination under the direction of the Director of Risk Management, CSMNS, the Insurance Specialist will assist in the coordination of the comprehensive insurance programs for the Cedars-Sinai Medical Center Foundation affiliated medical groups. Under the Direction of the Director of Risk Management, the Insurance Specialist also coordinates the daily administrative needs of the Risk Department related to depositions, insurance coordination and the activities as directed in support of the Risk Management Department functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Working under the direction of the Director, the Insurance Specialist will act as a liaison with brokers of record, insurance companies and CSMNS departments in facilitating the processing of insurance matters through proper and timely notification and acknowledgement of coverage. As directed, the Insurance Specialist will assist with other risk related activities at the discretion of the Director including routing of subpoenas and coordinating depositions for physicians. The Insurance Specialist will maintain all record-keeping associated with the insurance activities for all MDN medical groups and its affiliates.

Respond to:

Apply on the company website:

<https://www.cedars-sinaimedicalcenter.apply2jobs.com/ProfExt/index.cfm?fuseaction=mExternal.showJob&RID=26564>