

## Employment Opportunity

**Position Title:**

Claim Representative (Medical Negligence/Professional Liability)

**Organization:**

Genesis HealthCare

**Location:**

Foothill Ranch, CA or Kennett Square, PA

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

This individual may work out of the Foothill Ranch, CA office or the Kennett Square, PA office.

**POSITION SUMMARY:** Position will focus on medical negligence/professional liability claims, litigation and risk management. The incumbent will work with legal and risk management staff, other GHC departments, insurance carriers, third party administrators and defense counsel to direct claims, litigation and risk management services.

**RESPONSIBILITIES/ACCOUNTABILITIES:**

1. Responsible for coverage analysis, investigation, evaluation and proactive disposition of nursing home claims, with emphasis on litigation management and defense strategy.
2. Evaluate claims with fairness and integrity based on coverage, liability, causation and damages, according to state laws and jurisdictions.
3. Establish and maintain appropriate and timely case reserves.
4. Maintain GHC claim files with thorough and timely documentation.
5. Negotiate settlements ethically and with detailed knowledge of issues.
6. Effectively and efficiently manage allocated loss expense. Approve vendor invoices and coordinate payments of settlements.
7. Provide efficient, prompt, courteous service and communication to internal business partners and external customers.
8. Prepare claim reports and participate in claim reviews.
9. Perform related responsibilities, as requested.

**SPECIFIC EDUCATIONAL/VOCATIONAL REQUIREMENTS:**

1. Active Property and Casualty Claim Adjuster License in one or more of GHC's operating jurisdictions.
2. Minimum 5 years medical professional liability claim handling experience.
3. Strong Microsoft Word, Excel, Database Management skills required.

EEO/AA, M/F, Vet, Disabled

**Respond to:**

Visit <https://recruiting.adp.com/srccar/nghome.guid?c=1134407&d=GHCCECC&r=5000291259106> to apply.