Westchester Medical Center Health Network
Human Resources
Job Description

☐ **Advanced Physician Services, PC**	☐ **Mid-Hudson Valley Staffco**
☒ **NorthEast Provider Solutions, Inc.**	☐ **WMC-New York, Inc.**

Title: Insurance Specialist **Job Code: (New)**

Department: Risk Management **Department Code:**

Job Summary: Supports the Risk Management and Finance team in the management of the hospital's risk and insurance program that includes collecting time sensitive information needed for insurance program marketing and renewals. Involves regular interaction with insurance brokerage and insurance team members. Collaborates with Network Risk Management leadership and affiliated network hospital legal /finance / operations personnel related to insurance matters and activities.

Responsibilities:

- Collects required information for insurance renewals on all insurance line applications
- Assist in claims management / processing procedures for property and auto damage claims within policy deductibles
- Coordinate and collaborate with Patient Experience / Nursing team members on lost / stolen property claims
- Coordinate with Medical Staff Office personnel, affiliated physician practice management personnel and insurance company / broker / captive management personnel regarding the issuance of and data gathering activities for timely issuance of insurance certificates on monthly and annual basis
- Review insurance policies for all product lines and maintain organized filing system for all insurance related documents; maintain appropriate process for preparation of data gathering for insurance policy renewals
- Manage insurance data for reports
- Collaboration with Finance regarding cash reserves necessary to ensure payment of future liabilities and premiums
- Promote collaboration with interdepartmental personnel for efficient claims reporting, processing and payments
- Timely consult with hospital and Network Risk Management team and investigate whether event warrants notice to an applicable insurance policy; provide the applicable notification to insurance carrier and maintain organized filing system of all notifications / policies / renewals, etc.
- Facilitate relationships with both internal and external customers
- Collaborate with actuarial and other resources in timely acquisition of data necessary for annual renewals and audits

Qualifications/Requirements:

Experience: Two to five years proven experience in the insurance or risk management field. Prior experience with claims handling process desirable. Ability to meet deadlines on insurance applications while working internally with other departments to gather data in a timely fashion. Must have strong oral and written presentation skills. Ability to work collaboratively with internal and external team members to ensure optimal individual and team performance. Proficiency in excel, data analytics and other platforms (preferred). Strong attention to detail, organization and interpersonal skills.

Education: Bachelor's Degree preferred. Relevant Insurance Industry or related field certification a plus

Licenses / Certifications: Relevant Insurance Industry or relevant field certification a plus

Other: High level of proficiency in computer skills including MS Office applications (Excel, Word, Outlook) is required Knowledge of general database / insurance claims /policy management software required along with willingness and ability to learn new software programs as needed

Special Requirements: may require occasional travel to affiliated network hospital sites

Physical Requirements:

A. Physical Activity (please check one box):

☒ **Sedentary Work** (involves sitting most of the time, occasionally walking and standing; requires lifting no more than 10 pounds at a time and/or occasionally lifting or carrying objects)
☐ **Light Work** (involves lifting no more than 20 pounds at a time with frequent lifting or carrying of objects weighing up to 10 pounds; requires moderate mobility to different work locations)
☐ **Medium Work** (involves substantial physical activity and mobility; and lifting no more than 50 pounds at a time with frequent lifting or carrying of objects weighing up to 25 pounds.)
☐ **Heavy Work** (involves some type of manual labor including operating heavy machinery/ equipment or physical labor; requires lifting no more than 100 pounds at a time with frequent lifting or carrying of objects weighing up to 50 pounds)

B. Other Physical Requirements (check all that apply):

☐ Blood Bourne Exposure	☐ Hearing	☐ Manual Dexterity
☐ Pushing/Pulling	☐ Standing, climbing, mobility	☐ Visual Acuity
☐ Other:_____		

Department Manager Signature: _____ Date:_____

Vice President Signature: _____ Date:_____