

## Senior Legal Analyst

### Responsibilities

Responsible for preparing or approving a fully compliant legal invoice based upon the Client's payer's billing guidelines.

- The Preparation Specialist is responsible for preparing a fully compliant legal invoice based upon the Client's payer's billing guidelines. Summary of essential job functions.
- To prepare legal invoices to ensure compliance with law firms' clients' guidelines.
- To follow specific instructions in individual matters, and deviations from appropriate and customary management and billing practices.
- To review all automatic changes made by the System
- To perform a detailed manual review of all line entries.
- To generate invoice preparation reports and perform the necessary analysis of outcomes to formulate action items.
- To use legal expertise when assessing timing, necessity, and reasonableness of time spent on specific tasks.
- To communicate with the Law Firm, as necessary, to obtain clarification, documentation, or consultation.
- To work with the Firm's billing/administrative personnel and accounting personnel to document a process that ensures the timely and efficient preparation of invoices for submission to the client of the law firm.
- Minimum 2 years Insurance Defense/Workers' Comp Defense required.
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### Qualifications

- Minimum 2 years Insurance Defense/Workers' Comp Defense or direct experience working with insurance companies required.
- Strong commitment to client service.
- Ability to problem solve and use sound judgment and discretion in dealing with highly confidential information.
- Excellent interpersonal, verbal, and written communication skills.
- Ability to build and maintain relationships, both internally and externally.
- Strong organization skills.
- Ability to work in a fast-paced, deadline-driven environment.
- Positive and professional demeanor.

### Hiring organization

PulseHRM

### Employment Type

Full-time

### Job Location

Goa

### Working Hours

US shift 06.30 pm to 03.30 am IST

### Date posted

August 12, 2024

### Valid through

12.09.2024

- Proactive curiosity.
- Technically adept.
- Attention to detail.
- Ability to read and understand court documents and court rules.

## **Requirements**

- Juris Doctorate or equivalent.
- 2+ years of experience working within a law firm.
- Proficiency with Microsoft Office and other Windows-based platforms required.
- Previous analytical research and reporting experience preferred.
- Experience and working knowledge of database systems is a plus.