

CAREERS

**JOB TITLE:**

Legal Nurse

FLSA:

Exempt

DEPARTMENT:

Medical

REPORTS TO:

Attorney

SUMMARY:

Perform a variety of functions to assist senior paralegals and attorneys in representing their clients fairly and efficiently, serving as a liaison between the Firm and the healthcare community and supporting the Medical team in medical-related litigation and related matters.

MINIMUM REQUIREMENTS:

- Bachelor's degree and active Registered Nurse designation required; RN license must be in good standing. Paralegal certificate preferred
- Minimum of 3-5 years nursing experience in medical facilities and/or law firm required.
- Knowledge of medical terminology, diseases, treatment processes and other medical related issues
- In-depth knowledge of legal research tools/programs, medical records, and MS Office suite
- Strong analytical and communication skills; ability to maintain confidentiality
- Exceptional attention to detail, ability to work independently and exercise sound judgement
- Federal Court/Trial and claims experience preferred

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

"Essential functions" are primarily job duties that incumbents must be able to perform unassisted or with some reasonable accommodation made by the employer.

- Identify, organize and analyze pertinent medical records
- Review medical records on new cases to determine if they meet intake criteria
- Prepare a chronology, timeline or other summary of documentation in medical records
- Conduct legal research on case law using WESTLAW and other appropriate law and/or medical libraries, databases, and on-line facilities
- Identify causation issues related to medical device litigation
- Compile and analyze medical reports; summarize medical documents
- Draft or analyze medical portions of legal documents
- Educate attorneys and clients regarding relevant medical issues
- Complete special projects as requested

WORKING HOURS & CONDITIONS:

Work may require more than 40 hours per week to perform the duties of the position. Work may require travel. Overtime is possible and may be expected in order to perform the essential functions of the position. Work is performed in a normal heated or air-conditioned office environment.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential functions, responsibilities or requirements.

This job description must not be misconstrued as a promise of employment, nor deemed as an employment contract. Motley Rice LLC is an equal opportunity employer. We participate in e-verify.