

Legal Assistant (MER Clerk)

Location: Old Milton Parkway, Alpharetta GA 30005

Hours: 8am-5pm M-F (full time position)

Required Qualifications:

- High School Diploma
- Excellent written and verbal communication skills
- Ability to build rapport with employees, clients, SSA representatives, medical record custodians and able to work within a team
- Experience with Microsoft Suite and Adobe Acrobat

Preferred Skills:

- College Degree or working towards
- Ability to prioritize and multi-task
- Detailed oriented and extremely organized
- At least 1 year of experience in the legal industry
- Experience with case management software programs (Prevail)

Responsibilities:

The Legal Assistant is the driving force for case development by requesting medical records under the direction of the firms paralegal and hearing representatives. The Legal Assistant/MER Clerk serves as a “right-hand man/woman” for the paralegal. This position also serves as the back up for the Administrative Assistant.

- Serves as the first line of communication after the Administrative Assistant/ Receptionist
- Protects the time of the Paralegal(s), Hearing Representative(s), and DoLO by assisting clients with general questions
- Responsible for order medical records by following the develop file process in Prevail
- Responsible for following up on medical records requests and communicating status with paralegal(s)
- Responsible for updating the medical records tab with providers, date medical records requested, date medical records received and the date range of the medical records
- Responsible for tasking the paralegal(s) to review and submit medical records

- Responsible for following all processes and procedures in the firm's case management software and documents/ledgers all activities in the case management software
- Assists the paralegal(s) and hearing representative and DoLO with additional legal assistant duties as time permits; ex. Filing representation documents, assisting with filing appeal online, etc.