

## Medicolegal Report Proof-reader

### JOB ADVERTISEMENT

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- Unique position requiring high level concentration and attention to detail
- Permanent full time role in Tasmania.
- Work hard, learn fast, be recognised and rewarded for your achievements

Red Health is a medico-legal company with a difference.... “we recognise that our people are the future and we want our team to grow with us, to share in our success and love what they do.”

You will be a role model for Red Health's Values! Yes, it may sound cliché, but it's absolutely core to everything we do and the way we do it.

You are a proven team player, providing exceptional customer experiences and administrative support. You must have exceptional written and verbal communication skills and experience proof-reading, editing and value adding to a variety of reports.

#### Key Competency Criteria:

- Minimum 5 years' experience in a legal, clinical or claims management environment
- Proven ability to organise, prioritise and manage time to ensure deadlines, targets and KPI's are adhered to.
- Proficient computer skills, including Microsoft Office Suite (Outlook, Word, and Excel); CRM systems and electronic diary management a must.
- Exceptional verbal and written communication skills with the ability to provide multifaceted feedback to team members, specialists and clients.
- Ability to think outside the box to understand and solve complex problems.
- High level of concentration required for extended periods

#### Personal Characteristics:

- Passionate about delivering quality outcomes and exceptional customer experiences with every interaction.
- Dedicated commitment to continual development to understand current legislative and client requirements and ensure consistent outcomes.
- Self-directed and able to work without supervision – accountable for results
- Well presented, professional individual with a positive can-do attitude

#### The duties of the role will include but not be limited to:

- Review, evaluate and proofread specialist medicolegal reports

- Liaise with medical specialists to ensure report requirements are met and report quality is exceptional
- Implement corrective actions and verify that the reports are compliant with specific client and/or legislative specifications
- Monitor and track progress of all reports from the appointment date through to finalisation to ensure report turnaround times are adhered to
- Contact clients, specialists and claimants regarding outstanding paperwork, radiology/ pathology reports and approvals
- Monitor and action all incoming emails to the quality assurance mailbox on a regular basis
- Filing and archiving of medical files/documents with extreme accuracy
- Liaise with specialists, clients, claimants, and other stakeholders both internally and externally on a regular basis and maintain client relationships
- General administration duties as required including but not limited to file and dictation processing, confirming appointments, requesting specialist availability and providing phone assistance to receive, direct and relay telephone calls and messages.

This candidate must be versatile, reliable, inspirational with a great sense of humour, and understands the need to be accountable for daily tasks and hitting targets. Your hard work and efforts will also be dedicated to your continuing professional development.

**It would be preferred, but not essential to have:**

- Previous medico-legal experience

**How to apply:**

All applications are to be submitted through [seek.com.au](https://seek.com.au) and must include the following information to be considered:

- Your current CV or resume, including the names and contact details of two referees. *Referees should have a thorough knowledge of your capabilities, work performance and conduct, and it is preferable to include your current or most recent supervisor.*
- A cover letter (*maximum 1-2 pages*) that outlines your ability and previous experience in demonstrating the key competency criteria.

For a copy of the full position description, please contact the General Manager by emailing [manager@redhealth.com.au](mailto:manager@redhealth.com.au) before applying.