

**Subrogation Recovery Analyst - Base pay of $47,000 + Significant bonus opportunity.**

*If you're looking for a career and not just a job ....*

The Rawlings Group, founded in 1977, is the premier leader in payment integrity services to the health insurance industry.  Located in La Grange, KY, The Rawlings Group employs 1500 people and is growing.  If you are looking for a great opportunity to make a positive impact on the future of healthcare, The Rawlings Group needs to be your career choice.

We provide excellent paid classroom training in a supportive environment to ensure you have all the skills and tools necessary to be successful. We are looking for hard-working, talented people who share our commitment to excellence.  Our comprehensive benefit package includes health and dental benefits, short/long term disability plans, 401k with company matching, paid vacation policy and more. We also offer an onsite gym, cafe and coffee shop.

The compensation package includes a base pay of $47,000 plus significant bonus potential!

**An experienced Recovery Analyst averages over $80,000 per year!**

**Our Culture is focused on:**

* The guiding principle of doing the right thing
* Caring for our employees and taking pride in the work they do
* Providing recognition and financially rewarding employees for their success

**Our Values are:**

* Integrity and Trust
* Customer Service Excellence
* Innovation
* Diversity and Inclusion
* Honoring our Veterans and their service

**Job Summary**

The Subrogation Analyst Analyzes and processes files to determine if there is a source of recovery for our clients and negotiates settlement on those files.

**Responsibilities**

* Determine whether potential subrogation files will be deemed non-recoverable or recoverable.
* Process subrogation reimbursement files for a potential recovery by investigation and analyzing facts and legal issues developed by contacts with healthcare plan members, insurance adjusters, attorneys, and their staffs. Process incoming calls and questionnaires from plan members and patients.
* Use organizational, analytical, and time management skills to organize daily workflow to maximize client recoveries. Flexibility to adapt to change due to newly exacted statutes, court decisions and policy contract changes. Adjust to company policy and procedural changes.
* Negotiate recoveries with attorneys, insurance adjusters, and members. Develop skills in reviewing and analyzing health plan contracts in relation to individual state laws for recovery right.
* Analyze and understand healthcare contracts. Appropriately identify for medical healthcare liens.
* Flexibility to adapt to change and adjust to company policy and procedural changes.
* Use verbal communication skills by telephone to investigate and gather facts to support recoveries. Use computer processes and software skills to process letters and record activities. Develop medical expense spreadsheets and process payments from recoveries.

 **Qualifications**

* Associate or Bachelor Degree preferred, or equivalent skills and experience; Juris Doctorate degree a plus
* Strong phone skills, maintenance of records and files, and general office work
* Word processing, office procedures, administrative abilities
* Professional experience such as negotiations, mortgage lending, collections and sales.
* Experience in the health insurance, legal, property, casualty or related field is preferred
* Places customer service as the number one priority.
* Excellent customer service skills
* Proficiency in written and verbal communications
* Proficient in Microsoft Word, Excel and Outlook
* Proficient multi-tasking skills
* Proficient time management skills

**Physical Requirements**

* Frequently remains in sitting position for long periods of time to perform duties.
* Frequently concentrates for long periods of time, paying close attention to detail.
* Frequently uses and views the computer using fingers, hands, and vision.
* Frequently works in a well-lit, tempered environment.

\*Equal Employment Opportunity.  It is our policy to recruit, hire, train, and promote people without regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity or expression, disability, or veteran status, except where age, sex, or physical status is a bona fide occupational qualification.
\*The Rawlings Group is an employment at will employer.