
Medical Malpractice Paralegal Resume

Job Objective

To obtain a Medical Malpractice Paralegal position in a company that will allow me to grow along with the company.

Highlights of Qualifications:

- Substantial experience in managing paralegal cases for medical malpractices
 - Thorough knowledge of industry products and practices
 - Outstanding knowledge of evaluating medical records
 - Ability to maintain confidentiality of information
 - Ability to prepare medical summaries as per required medical terminology
 - Solid understanding of nursing home medical malpractices
-

Professional Experience:

Medical Malpractice Paralegal
Alevistar Group, LLC, Savannah, GA
August 2012 – Present

Responsibilities:

- Coordinated with potential clients and ensured compliance to HIPAA regulations
- Administered various office activities and utilized equipments.
- Prepared orders and monitored receipts received for medical records.
- Performed research for various literature of medical libraries for online medical websites.
- Evaluated expert documents and provided assistance in medical trial processes.
- Coordinated with paralegal team and provided required training for cases.

Medical Malpractice Paralegal
Robert Half Legal, Savannah, GA
May 2009 – July 2012

Responsibilities:

- Monitored conference calls in coordination with clinical staff members and attorneys.
 - Coordinated with attorney office and maintained record of incoming and outgoing mails.
 - Analysed transcription tapes from various healthcare providers and prepared copies.
 - Designed a visual aid library and utilized multiple TPA programs.
 - Maintained claimfiles and ensured defence handling of various records.
 - Scheduled trial deposition and performed research on various legal operations.
-

Education:

Bachelor's Degree in Paralegal Studies
Ohio Dominican University, Columbus, OH

[Build your Resume Now](#)