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## Nurse Paralegal Resume

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### Job Objective

Seeking a position as Nurse Paralegal in highly reputed and professional organization.

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### Highlights of Qualifications:

- Hands-on experience of paralegal nursing practices within care setting
  - Immense knowledge of performing medical analysis
  - Exceptional knowledge of various legal research tools and processes
  - Ability to administer healthcare in both clinical and business environment
  - Ability to evaluate and maintain records of audits
  - Familiarity of federal, state and local regulations
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### Professional Experience:

Nurse Paralegal  
Advanced Correctional Healthcare, Metropolis, IL  
August 2012 – Present

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### Responsibilities:

- Maintained legal files and assisted in investigation for processes.
- Prepared motions and documents and organized various files for the organization.
- Investigated and prepared summaries for various paralegal nursing processes.
- Drafted and prepared documents and correspondence for nursing paralegal cases.
- Coordinated with attorneys and prepared drafts for complex legal documents.
- Managed communication with clients over telephone or in person as per requirement.

Nurse Paralegal  
Robert Half Legal, Metropolis, IL  
May 2009 – July 2012

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### Responsibilities:

- Evaluated various medical records and maintained records for any inaccuracies.
  - Prepared hospital charts and medical records for various paralegal records.
  - Performed medical research and prepared database to analyse requirements.
  - Evaluated comprehensive medical records and maintained record of findings.
  - Coordinated with attorneys and maintained knowledge of medical facts.
  - Compiled medical chronology reports and maintained appropriate records.
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### Education:

Bachelor's Degree in Paralegal Studies  
Nevada State College, Henderson, NV

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