

CRANFILL SUMNER & HARTZOG LLP
JOB DESCRIPTION - NURSE PARALEGAL

Hours of Work: Part time schedule-less than 29 hours per week, no benefits

Skills/Abilities Knowledge of Word/Microsoft Office Suite
Knowledge of Hummingbird DM and/or Rainmaker helpful
Providing support of a medical nature for attorneys/staff
Managing/meeting deadlines
Flexible/detail oriented

Expectations: Regular attendance consistently on time
Accuracy of work product
Ability to complete tasks assigned in a timely fashion
Ability to meet deadlines and produce rush projects as assigned
Aspire to record required billable hours per month

Educational Requirements: 4 year degree and B.S. – Nursing from an accredited School of Nursing
Active Nursing License for the State of North Carolina.

The position of nurse **may** involve some or all of the following duties:

- Review, organize and prepare medical and event chronologies or summary of medical care, utilizing computer and other available resources
- Update chronologies as new records are received
- Locate expert witnesses - nurses, physicians, ancillary personnel, and interview them about their care, treatment and opinions
- Communicate with opposing counsel, co-counsel, clients, insureds, expert witnesses, court personnel, and others, to facilitate progress of cases
- Perform medical research on relevant issues
- Analyze pharmacy records for consistency of provider and complaint
- Analyze medical bills for providers and treatments consistent with chief complaints and for the cause of the action
- Preparation of deposition summaries
- Assist with preparations for hearings/mediations/trials, including preparation of trial notebooks
- Assist attorneys at trial – may involve out of town or out of state travel
- Resource to attorneys and staff for medical issues, deciphering handwriting, answering questions etc.
- Draft case status reports
- Communicate with vendors regarding copying, preparation of exhibits, imaging, etc.
- Record time and enter into Rainmaker daily
- Any other tasks that may be assigned by Management or supervising attorneys.

To apply for this position, please send your resume and salary requirements to hrraleigh@cshlaw.com