



PARALEGAL

Boston Medical Center (BMC) is more than a hospital. It's a network of support and care that touches the lives of hundreds of thousands of people in need each year. It is the largest and busiest provider of trauma and emergency services in New England. Emphasizing community-based care, BMC is committed to providing consistently excellent and accessible health services to all—and is the largest safety-net hospital in New England. The hospital is also the primary teaching affiliate of the nationally ranked Boston University School of Medicine (BUSM) and a founding partner of Boston HealthNet – an integrated health care delivery systems that includes many community health centers. BMC provides a full range of pediatric and adult care services, from primary to family medicine to advanced specialty care.

BMC is also committed to our employees, who are a very important piece to who we are. We pride ourselves in providing equal employment opportunity and non-discrimination for all employees and qualified applicants without regard to a person's race, color, gender, age, religion, national origin, ancestry, disability, veteran status, genetic information, sexual orientation or any characteristic protected under applicable law. BMC will make reasonable accommodations for qualified individuals with known disabilities, in accordance with applicable law.

POSITION SUMMARY:

Reporting to the Chief Legal Counsel and other attorneys in the Office of the General Counsel, the paralegal will be responsible for assisting attorneys as they represent BMC in a wide range of legal matters. The paralegal will: (1) assist with case management; (2) help gather, produce, and file documents with the Secretary of State's Office, Registry of Deeds and municipal agencies; (3) complete forms to be filed with federal and state agencies; (4) assist with the development and organization of training materials for internal hospital legal educational programs; (5) conduct basic legal research under the supervision of an attorney; (6) coordinate with internal and external parties regarding subpoena and other discovery responses; and (5) complete other responsibilities as assigned.

EDUCATION:

Work requires specialized technical and paraprofessional knowledge such as legal document preparation, accounting and bookkeeping, and basic research methods normally acquired through the completion of Bachelor's Degree or equivalent training.

CERTIFICATES, LICENSES, REGISTRATIONS REQUIRED:

None

EXPERIENCE:

Work requires a comprehensive understanding of account collection, financial management, insurance matters, and computerized record keeping systems. Such knowledge is normally acquired during two years of related experience.

KNOWLEDGE AND SKILLS:

Work requires the analytical ability necessary to gather and review a variety of documents and to prepare documents for use by attorneys or for filings.

Work requires the ability to assess patient ability to pay accounts, organize and computerize collection files systems and conduct legal research.

Work requires the interpersonal skills necessary to deal effectively with patients, employees, outside attorneys, insurance companies and government agencies.

Work requires the ability to work independently.

APPLY HERE:

https://bmc.wd1.myworkdayjobs.com/BMC/job/Boston/Paralegal_6225-1