



Better Medicine • Better Lives

Main office: 7351 East Lowry Boulevard, Suite 400 • Denver, CO 80230 • 720-858-6000 • 800-421-1834
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Occurrence Nurse & 3Rs Administrator

JOB OVERVIEW:

Responsible for receiving all occurrences/incidents reported by insureds and assisting them in identifying, evaluating, reducing and eliminating risk that pertain to patient safety and professional and general liability exposures. Administration of the 3Rs Program including physician recruitment and retention. Facilitation of physician/patient communication, disclosure and interaction. Review bills for paid services submitted by patients for payment under the 3Rs Program and processing of checks. Collaborate with the Manager or Program's Medical Director and other Physician Risk Managers on issues of acceptability of cases and payments. Provide consultation of the Program essentials to internal and external sources.

REQUIRED QUALIFICATIONS AND SKILLS:

- Registered nurse with 5 years clinical experience required;
- Working knowledge of computer programs to include Word, Power Point, and Excel;
- Must be able to maintain a high degree of confidentiality and accuracy regarding all work-related issues;
- Excellent telephone skills (dealing with clients and the public);
- Experience with medical terminology.

DESIRED QUALIFICATIONS AND SKILLS:

- Experience in an insurance or medically related insurance environment desired;
- Skilled in public speaking desired;
- Customer oriented, flexible, excellent communication and listening skills;
- Ability to work with little or no direction but also work with others in a variety of situations;
- Ability to continually empathize with clients in stressful situations;
- Working knowledge of computer systems; able to work with multiple and complex computer systems.

WORKING CONDITIONS:

- Typical business office environment;
- Hours of work may vary dependent on workload; hours of business are Monday – Friday from 8:00 a.m. to 5:00 p.m.;
- Travel as needed for business, both in and outside the state of Colorado.

NOTE: Job duties and/or qualifications are subject to change at any time.

Contact

If interested in applying for this position, please email your resume and cover letter, stating your salary requirements to Liz Shrum at lshrum@copic.com

About COPIC

COPIC's mission is to improve medicine in the communities we serve. We strive to be the premier diversified service organization providing professional liability insurance and other needs of the health care community through advocacy, innovation, and the commitment and dedication of our employees.

We offer competitive wages, a comprehensive and highly sought-after benefits package, and a great work environment with fun, friendly people who truly enjoy their work.

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