



TITLE

Reports Coordinator

LOCATION

Etobicoke (IMA Division)

POSITION SUMMARY

Working in a fast-paced, high energy environment, the Report Coordinator is a confident, multi-tasking individual who is a self-starter that thinks outside the box. The Report Coordinator is responsible for proofreading Independent Medical Assessment reports, correcting grammar and spelling, highlighting any content related issues for subsequent discussion with the author of the report and coordinating all correspondence/communications required related to their file load. Excellent customer service skills are paramount to success as ongoing communication with health professionals, clients and colleagues within other departments/divisions are a major component to this role.

MAJOR RESPONSIBILITIES

1. Review and analyze medical reports for clarity, inconsistency, accuracy and validity;
2. Edit medical reports and correct spelling, grammar and formatting;
3. Ensure appropriate communication in documents produced by medical experts/specialists;
4. Review and analyze the content of all the medical reports; handle a file load and all addendum, rebuttals and notes releases
5. Determine inconsistencies of content and ensure that necessary corrections are made;
6. Initiate appropriate correspondence with Medical Experts to ensure reports have all issues addressed as completely as possible;
7. Ensure satisfaction of each client and Medical Expert by taking into consideration their specific requirements and needs;
8. Update database daily per IMA protocols
9. All other related activities as directed

QUALIFICATIONS REQUIRED

- College diploma in a medical field or other relevant education;
- One to two years of relevant experience;
- Experience in Accident Benefits an asset;
- Excellent and professional English (spoken and written); Exceptional English grammar;
- Good knowledge of the Windows environment and ability to learn other computer programs;
- Excellent communication, interpersonal and problem solving skills;
- Ability to work under pressure and multi-task, the capacity to analyze and synthesize; attention to detail.

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TO JOBS.TORONTO@MEDISYS.CA**



PLEASE INDICATE THE POSITION TITLE IN THE SUBJECT LINE.