

Closing Assistant

Job Description

Main Objectives

The Closing Assistant's main responsibility is to ensure the client receives their expected in-pocket settlement as soon as possible after negotiations are complete.

Main Tasks

- Handle all incoming calls and follow ups with clients, insurance adjusters, and medical providers during settlement process
- Coordinate with Attorneys on the structure and disbursement of settlements
- Identifying and resolving subrogation interests
- Facilitating negotiations with medical providers under Attorney direction
- Work quickly and efficiently with a high volume of calls and caseloads each day
- Problem solve to address client concerns and answer general questions