Title: Insurance Analyst  

Pay Scale Group: 17

Essential Function
Under general supervision from a designated administrator, purchase and maintain all property/casualty insurance programs at the University and underwrite all employee/physicians in the practice plan corporations for the medical professional liability self-insurance program.

Characteristic Duties
• Act as liaison between University, insurance brokers, and actuaries.

• Research and complete all insurance applications, evaluate proposals, answer questions and make decisions regarding insurance carriers.

• Act as a contact to and relate information to University employees and outside personnel on insurance related questions/concerns.

• Responsible for underwriting all employees/physicians in the practice plan corporations for the medical professional liability self-insurance program; provide reports to actuary, review actuarial study, and provide bills for each area covered.

• Prepare and monitor risk management budget.

• Purchase all insurance premium allocations per department, relay information that will impact insurance premium transactions, claim payments, and medical malpractice actuarial studies.

• Prepare reports to tract insurance payments through system.

• Review and track all incident reports; maintain and program computer systems.

• Liaison to quality assurance nurses and nursing administration and hospital attorney for evaluation incident reports.

• Liaison between legal advisory services and insurance on all E & O claims.

• Provide direct supervision to exempt and non-exempt staff (i.e., hiring/firing, performance evaluations, disciplinary action, approve time off, etc.).

• Perform related duties based on departmental need.

Minimum Qualifications
• Bachelor's degree with three (3) years experience; -OR- Associate's degree with five (5) years experience; -OR- seven (7) years experience. Experience must be in the insurance industry. Experience must also include at least one (1) year supervision.