



GOODSILL

Litigation Paralegal (Medical Records)

Goodsill Anderson Quinn & Stifel, Honolulu, Hawaii

This position supports the litigation practice group by obtaining, organizing and analyzing medical records, bills and related documents. Job responsibilities will include drafting letters, requesting and organizing medical records, preparing detailed medical chronologies, summarizing medical records, and analyzing medical bills. S/he will provide direct support to attorneys and become an integral part of the litigation team. Must have experience with medical records, Excel and Word.

- Job Type: Full-Time
- Experience: Relevant (3-5 years preferred)