

### **POSITION OVERVIEW**

Job Title: Insurance Specialist  
Business Title: *Insurance Specialist*  
Job Code: INSSPEC  
Salary Grade: N/A  
FLSA Status: Exempt  
Department: Legal  
Reports to: Director, Corporate Insurance  
Location: Remote, US  
Draft Date: 10/20/2025  
Revision Date: 10/21/2025  
Approved By: Mark Niedt  
Role: Individual Contributor

### **POSITION SUMMARY**

Radiology Partners has an open position for an Insurance Specialist to join their versatile and high-performing Legal team. The Insurance Specialist will provide support on a variety of insurance issues relating to issues undertaken by the practice with regard to Workers' Compensation, Medical Malpractice, etc. provide strategic management and support to the team's administrative and operational functions. The individual will have the opportunity to work across multiple functional areas in the practice and interact closely with senior management.

### **POSITION DUTIES AND RESPONSIBILITIES**

- Provides support and works collaboratively with the Corporate Insurance Team
- Works directly with local practices to identify insurance risks and issues arising in day-to-day operations, contractual matters, and business transactions
- Works closely with our outside insurance brokerage team
- Compiles underwriting exposure information, complete applications and assists in coverage placement with regard to annual insurance renewals, due diligence and midterm changes.
- Requests and processes insurance related requests, including but not limited to certificates of insurance, tail quote requests, request for endorsements, etc.
- Updates and tracks data using Smartsheet, Excel and databases.
- Other duties, as assigned

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Exceptional organizational skills and attention to detail
- Ability to multi-task and prioritize work matters
- Ability to work with and maintain confidential information
- Exceptional interpersonal skills
- Strategic thinking skills to provide practical advice with an awareness of legal risks in the business context
- MS Word, PowerPoint, Outlook, and Excel required

### **REQUIRED QUALIFICATIONS**

- Education - Bachelor's Degree, preferred
- 3 years' experience in insurance industry
- Insurance designations encouraged but not required - CISR, CIC, CPCU, CWCA, AAI
- Excellent oral and written communication skills

[INTEGRITY](#) | [TEAMWORK](#) | [EXCELLENCE](#) | [SERVICE](#) | [ACCOUNTABILITY](#)

**DESIRED PROFESSIONAL SKILLS AND EXPERIENCE**

- 3 years' experience in insurance industry (healthcare focus preferred)
- Insurance designations encouraged but not required - CISR, CIC, CPCU, CWCA, AAI

**Physical Activities**

Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like.

Never       Occasionally       Constantly

Moving self in different positions to accomplish tasks in various environments including tight and confined spaces.

Never       Occasionally       Constantly

Remaining in a stationary position, often standing or sitting for prolonged periods.

Never       Occasionally       Constantly

Moving about to accomplish tasks or moving from one worksite to another.

Never       Occasionally       Constantly

Adjusting or moving objects up to 15 pounds in all directions.

Never       Occasionally       Constantly

Communicating with others to exchange information.

Never       Occasionally       Constantly

Repeating motions that may include the wrists, hands and/or fingers.

Never       Occasionally       Constantly

Operating machinery and/or power tools.

Never       Occasionally       Constantly

Operating motor vehicles or heavy equipment.

Never       Occasionally       Constantly

Assessing the accuracy, neatness and thoroughness of the work assigned.

Never       Occasionally       Constantly

**Environmental Conditions**

Low temperatures.

Never       Occasionally       Constantly

High temperatures.

Never       Occasionally       Constantly

Outdoor elements such as precipitation and wind.

Never       Occasionally       Constantly

Noisy environments.

Never       Occasionally       Constantly

Hazardous conditions.

Never       Occasionally       Constantly

Poor ventilation.

Never       Occasionally       Constantly

Small and/or enclosed spaces.

Never       Occasionally       Constantly

No adverse environmental conditions expected.

Never       Occasionally       Constantly

**Physical Demands**



Sedentary work that primarily involves sitting/standing.

- Never  Occasionally  Constantly

Light work that includes moving objects up to 20 pounds.

- Never  Occasionally  Constantly

Medium work that includes moving objects up to 50 pounds.

- Never  Occasionally  Constantly

Heavy work that includes moving objects up to 100 pounds or more.

- Never  Occasionally  Constantly

I have reviewed this job description and I understand all my job duties and responsibilities. I am able to perform the essential functions as outlined. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my manager or a member of the Human Resources team.

I acknowledge that the job has been explained to me both verbally and in written format.

\_\_\_\_\_  
Support Teammate's Signature

\_\_\_\_\_  
Date