

JOB DESCRIPTION

JOB TITLE: Underwriter

DEPARTMENT: Underwriting

REPORTS TO: Director, Underwriting

REVISION DATE: August 2024

BASIC PURPOSE OF THIS JOB:

Reporting to the Underwriting Manager, this position is responsible for underwriting all types of medical professional liability policies including, but not limited to physicians, group practices, miscellaneous medical policies, facilities, RRG, excess, umbrella, Locum Tenens coverage and slot policies.

REQUIRED QUALIFICATIONS AND SKILLS:

- 2 to 3 years of medical professional liability underwriting experience. Equivalent industry experience considered. P&C license and/or insurance designation preferred;
- Ability to interpret and follow underwriting guidelines promulgated by the Underwriting Committee and management and as set forth in the underwriting manual;
- Exercises sound judgment and independent thinking;
- Good organization;
- High quality of work without supervision;
- Extensive interaction and communication with customers, and employees, in person and on the phone;
- Handle stressful situations professionally;
- Ability to handle multiple tasks simultaneously;
- Ability to prioritize and manage time effectively;
- Close team work;
- Ability to mentor Junior Underwriters and Assistant Underwriters

WORKING CONDITIONS:

- Ability to sit and stand for extended periods of time;
- High volume of typing and use of a mouse;
- Able to view a computer monitor;
- Able to bend, stoop, and carry up to 10 pounds;
- Ability to travel as necessary, up to 10%;
- Longer hours may be required during the company's "busy season";
- Occasional weekend time may be required.

ESSENTIAL FUNCTION #1:

OBJECTIVE: Underwriting

Percent of time: 70%

- Underwrite policies that include, but are not limited to physicians, group practices, miscellaneous medical policies, facilities, RRG, excess, umbrella, Locum Tenens coverage and slot policies
- Profitable risk selection of new and renewal business following department underwriting guidelines
- Initiate non-renewals and cancellations
- Cancel/re-write policy coverage
- Prepare new, renewal & tail quotes
- Remains within premium authority level assigned
- Analyze and re-underwrite applicable policy renewals (including claims analysis for possible adjustment of credits), which requires attention to what should be done more so than to what was done at the previous renewal
- Underwriting requests for policy changes

- Communicate underwriting standards and guidelines verbally and in writing to customers and agents
- Resident education talks and presentations
- Monitor accounts for past due payments and handle as necessary

ESSENTIAL FUNCTION #2: **OBJECTIVE:** New business and renewal retention

Percent of time: 20%

- Contribute to company and department new business and renewal retention goals.
- Personally interface with agents and insured's as needed.
- Work on the development and presentation of renewal proposals as required
- Work with Sales and FSG to quote and obtain new business
- Work with Policyholder Service Director on policy retention efforts

ESSENTIAL FUNCTION #3: **OBJECTIVE:** Training & miscellaneous

Percent of time: 10%

- Participate in underwriting committees, claims committees & risk management seminars
- Provide training for new underwriters and daily assistance to Assistant Underwriters
- Participate in educational activities to expand knowledge and expertise in insurance and specifically medical professional liability underwriting
- Other projects as assigned by the Underwriting Manager or the Department Head

NOTE: Job duties and/or qualifications are subject to change at any time.

About COPIC

COPIC's mission is to improve medicine in the communities we serve. We strive to be the premier diversified service organization providing professional liability insurance and other needs of the health care community through advocacy, innovation, and the commitment and dedication of our employees.

We offer competitive wages, a comprehensive and highly sought-after benefits package including health, dental, vision, life insurance, long term disability, employee assistance program, 401(k) plan, pension, short term disability, paid time off and holidays, and a great work environment with fun, friendly people who truly enjoy their work. Hiring range for this position is \$67,720/annually to \$84,650/annually.