

Taylor Smith

Healthcare Paralegal

Healthcare paralegal with 7 years in hospital-based and insurance-defense practices. Expert in medical-record subpoenas, HIPAA compliance, and peer-review coordination.



EDUCATION

Bachelor of Science in Health Law & Policy | Loyola University Chicago, Chicago, IL
May 2014



PROFESSIONAL EXPERIENCE

Healthcare Paralegal

Mercer & Doyle, Chicago, IL | July 2016 – Present

- Process 500+ medical-record subpoenas annually, ensuring 100% HIPAA compliance
- Coordinate peer review and hearing packets for 200+ cases per year, cutting turnaround by 30%
- Draft coverage opinions and client advisories, improving client response rates by 40%

Legal Assistant

Abbott Healthcare Law, Chicago, IL | May 2014 – June 2016

- Organized and redacted sensitive patient records for litigation
- Assisted attorneys at administrative-law hearings



CERTIFICATIONS

- Certified Corporate Governance Paralegal (CCGP), NACD, June 2019