



EMPLOYEE NAME: \_\_\_\_\_

Revised: 8/96; 4/00; 1/04; 7/04; 9/05; 10/12; 6/16; 4/17; 6/18; 2/19

**JOB DESCRIPTION**

<b>POSITION TITLE:</b> Claims Adjuster, Medical	<b>JOB CODE:</b> 474D
<b>DIVISION:</b> Human Resources	<b>SALARY SCHEDULE:</b> Office Clerical/Technician Annual
<b>DEPARTMENT:</b> Support Services	<b>WORK DAYS</b> 238
<b>REPORTS TO:</b> Supervisor, Risk Management	<b>PAY GRADE:</b> Rank 5 (NC05)
<b>FLSA:</b> Non-Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Receives, investigates, and manages medical only Worker's Compensation claims; directs employees to approved medical providers; reviews medical billing for proper charges; composes and types correspondence; maintains up-to-date files.	

**REQUIREMENTS:**

1.	Educational Level: High School Diploma or GED required
2.	Certification/License Required: None
3.	Experience: 2 or more years of responsible claims processing
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; telephone, public relations; computer skills

*The Board of Education and the Superintendent may accept alternatives to some of the above requirements.*

**ESSENTIAL DUTIES:**

1.	Demonstrates prompt and regular attendance.
2.	Inputs employee injury reports into computer system; confirms employee demographics; sets up claim reserves and updates amounts as needed; maintains and updates an average of 800 open medical only files.
3.	Investigates injuries as needed by contacting injured worker, supervisor and witnesses as needed; explains the worker's comp process; determines compensability; requests prior medical records as needed.
4.	Assesses treatment plans from medical providers; authorizes medical treatment; reviews and approves pharmacy, physical therapy and requests for durable medical equipment.
5.	Codes and processes medical invoices for payments and ensures accuracy/appropriateness of charges; performs weekly batching of comp payments; verifies and calculates mileage forms submitted by injured workers for reimbursements.
6.	Researches and negotiates best price on durable medical equipment with vendors; assists with composing the Panel of Physicians.
7.	Reviews medical reports for work/disability status and refers claims to lost time examiner when lost time results.
8.	Attends continuing education seminars/classes on worker's comp medical and legal topics; maintains CWCP certification (Certified Worker's Comp Professional).
9.	Answers telephone, assists and routes calls to appropriate individual; composes and types correspondence.
10.	Performs other duties as assigned by appropriate administrator.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_