EMPLOYEE NAME: ___________________________

Revised: 8/96; 4/00; 1/04; 7/05; 9/05; 10/12; 6/16; 4/17; 6/18; 2/19; 4.23

JOBS DESCRIPTION

POSITION TITLE: Claims Adjuster, Medical

JOB CODE: 474C

DIVISION: Human Resources

SALARY SCHEDULE: Office Clerical/Technician Annual

DEPARTMENT: Support Services

WORKDAYS Annual Administrative Employee

REPORTS TO: Assistant Director, Risk Management

PAY GRADE: Rank VI (NC06)

FLSA: Non-Exempt

PAY FREQUENCY: Monthly

PRIMARY FUNCTION: 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 of 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 amount 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 of correspondence.
10. Performs other duties as assigned by appropriate administrator.

Signature of Employee ___________________________ Date ________________

Signature of Supervisor ___________________________ Date ________________