



EMPLOYEE NAME: _____

Revised: 8/96; 4/00; 1/04; 7/04; 9/05; 10/12; 6/16; 4/17; 6/18; 2/19; 4/23; 1/26

JOB DESCRIPTION

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| POSITION TITLE: Claims Adjuster, Medical | JOB CODE: 474B |
| DIVISION: Human Resources | SALARY SCHEDULE: Office Clerical/Technician Annual |
| DEPARTMENT: Support Services | WORKDAYS: 231 |
| REPORTS TO: Assistant Director, Risk Management | PAY GRADE: Rank VII (NCT7) |
| 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:

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| 1. | Educational Level: High School Diploma or HSE 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:

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| 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 _____