

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV17001
Job Class Code:	410	Salary Schedule:	AREG
EEO Category:	05	Grade:	13
Workers Comp Code:	8742		

Job Code Established:	03/23/95	Effective Date:	
Job Code Revised:		Effective Date:	

JOB CODE SERIES: Workers' Compensation Insurance Series

JOB CODE TITLE: WORKERS' COMPENSATION INSURANCE CLAIMS TRAINEE

HRIS TITLE: WKRS COMP CLMS TRNE

CHARACTERISTICS OF THE CLASS: Functions in a learning role under close supervision and instruction from journey level professional claims settlement mentors. Authority to learn to use delegated claims processing authority in the manner prescribed by Workers' Compensation Insurance laws, rules, regulations and policies. No unusual work conditions. Learn to perform paraprofessional work by assisting in processing Workers' Compensation Insurance Claims; participates in reviewing, auditing and monitoring claims to insure compliance with Workers' Compensation Insurance laws and procedures; performs related work as required.

EXAMPLES OF DUTIES: Attends workshops and/or training sessions to improve claims processing skills and knowledge of Workers' Compensation laws, rules and regulations. During the one year on-the-job training period as a Workers' Compensation Claims Trainee learns to perform the following tasks: Review injured worker' cases to assure the proper and timely processing. Review file documents and medical reports for consistency with prior claims and adherence to Workers' Compensation laws. Advise employers and/or insurance carriers of proper processing of claims. Verify carriers' benefits computations, assuring that disabilities have been properly compensated. Assure that fatal claims awards are proper and that dependents receive correct entitlements. Review hearing officer decisions and assures that carries comply with these decisions. Review and research requests for hearing filed under A.R.S. 23-1061.J. Process requests for change of physician and leave the state. Used EDP claims management system. Review and process special claims (facial injury and dental loss). Review and approve/disapprove insurance carrier recommendations for average monthly wage. Solicit injury reports, medical reports and other case file documentation. Approve requests for a change of physician. Perform related tasks as required.

WORK RESULTS/PRODUCTS: Trained in the various claims processing functions of Workers' Compensation Claims Specialist I.

KNOWLEDGE, SKILLS AND ABILITIES:

Skill/Ability to: learn medical and insurance technology, Workers' Compensation Law, court rulings, medical fee schedules, principles of adjudication, business English, mathematics and office operations, claims processing in accordance with applicable laws, rules, regulations and policies; communicate verbally and in writing; interact with claimants, carriers, attorneys, employers and dependents; learn to evaluate claims materials through interpretation of applicable laws and regulations.