

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV17004
Job Class Code:	410	Salary Schedule:	AREG
EEO Category:	02	Grade:	17
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: WORKER'S COMPENSATION INSURANCE CLAIMS SPECIALIST II

HRIS TITLE: WKRS COMP CLMS SPCT II

CHARACTERISTICS OF THE CLASS: Works under general supervision and exercises considerable independent judgment within established parameters, polices and procedures. Authority to initiate contact with claimant, employer, attorneys and/or medical providers; to recommend approval or rejections of claims; make determinations for long-term/life-time benefits. No unusual work conditions. Performs journey level professional work of considerable difficulty in the processing of Workers' Compensation Insurance claims. Reviews and processes claims submitted by private carriers, and claims from state service employees. Negotiates and settles no-time-lost and/or medical-only Workers' Compensation claims. Identifies and assists in investigating medical-only claims with subrogation potential. Responsible for timely processing of claims; scheduling and prioritizing work activities within established time frames.

EXAMPLES OF DUTIES: Process loss-of-earning capacity (LEC) claims. Reviews, analyzes and monitors Workers' Compensation Claims to insure timely processing. Establishes or approves average monthly wage. Authorizes compensation and medical benefits. Sets reserves. Verifies payments from other parties. Schedules independent medical exams, when needed. Reviews medical reports to determine claimant status changes. Issues notice of claim status. Accepts, denies and/or closes medical-only claims. Issues Nunc Pro Tunc orders. Assists in conducting claims investigations. Performs related work as required.

WORK RESULTS/PRODUCTS: Workers' Compensation claims reviewed and evaluated; claims properly and timely processed; compensation and medical benefits authorized; change of doctor requests approved or rejected; petitions to re-open cases reviewed; "Loss-of-Earning Capacity (LEC)" award determinations, which involve long-term/life-time benefits made.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: workers compensation insurance laws, rules and regulations; medical terminology; medical fee schedules; business English and mathematics; office procedures; claims processing; automated claims management systems; applicable Court of Appeals rulings; labor market publications and journals.

Skill/Ability to: communicate verbally and in writing; interact with claimants, carriers, medical providers, attorneys, employers, claimant's dependents and other interested parties; evaluate claim documentation paperwork; interpret and apply pertinent laws and regulations.