

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV38991
Job Class Code:	410	Salary Schedule:	AREG
EEO Category:	03	Grade:	13
Workers Comp Code:	8810		

Job Code Established:	09/23/88	Effective Date:	
Job Code Revised:		Effective Date:	

JOB CODE SERIES: Industrial Commission Series

JOB CODE TITLE: INDUSTRIAL COMMISSION CLAIMS TECHNICIAN

HRIS TITLE: IND COM CLMS TECH

WORK DESCRIPTION: Performs technical work of considerable difficulty reviewing, auditing and monitoring claims adjudicated by insurance carriers to ensure compliance with Workers' Compensation insurance laws and procedures; performs related work as required

WORK ACTIVITIES: reviews injured worker's cases to assure proper and timely adjudication by insurance carriers. Reviews file documents and medical reports for consistency with prior claims and adherence to workers' compensation laws. Advises employers and/or insurance carriers of proper processing of claims. Verifies and resolves wage determination problems. Verifies carrier's benefits computations, assuring that disabilities have been properly compensated. Assures that fatal claims awards are proper and that dependents receive correct entitlements. Reviews hearing officer decisions and assures that carriers comply with these decisions. Reviews and adjudicates special claims (facial injury and dental loss). Reviews claims from injured workers where no insurance was carried by the employer and determines validity of such claims. Supervises the solicitation of injury reports, medical reports and other case file documentation. Approves requests for a change of physician. Composes correspondence to injured workers, attorneys, employers, insurance carriers, etc. Prepares a variety of reports. Performs related work as required.

WORK CONDITIONS: No unusual work conditions.

SUPERVISION: Works under the general supervision of an Industrial Commission Claims Specialist. Positions performing beginning level technician duties shall underfill these assignments through utilization of the Clerk classification series.

WORK RESULTS/PRODUCTS: Proper and timely adjudication of claims by insurance carriers; proper processing and advice provided on claims processing; proper verification of carrier's benefits awards and computations; proper fatal claims awards and entitlements; and proper "no insurance" claims review.

RESPONSIBILITY: Timely and accurate completion of all assigned work projects; scheduling and prioritizing work assignments within established time frames; may serve in a lead capacity over junior claims personnel.

AUTHORITY: Assures proper injury, disability, and fatality claims adjudication, and advises claimant and/or carrier concerning proper processing of claims; determines validity of "no insurance" claims.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: medical and insurance terminology; Workers' Compensation law, court rulings, medical fee schedules and principles of adjudication; business English, mathematics and office operations.

Skill/Ability to: oral and written communication; interpersonal relations, as applied to claimants, carriers, attorneys, employers, dependents and others; evaluating claims materials and to interpret and apply applicable laws and regulations.

SPECIAL SELECTION FACTOR: One year of experience which provided a knowledge and understanding of Workers' Compensation laws and procedures. Satisfactory completion of an approved training course for Industrial Commission Claims Technician may substitute for up to six months of the required experience.