

Workers' Compensation Specialist

Created/Modified: July 28, 2019

Reports to: Supervising Attorney

Classification: Non-Exempt

Position Description:

The role of the Workers' Compensation Specialist is to manage Workers' Compensation claims by communicating with hospitals, employers, adjusters, attorneys and the patient. This position requires a great amount of organizational skills along with the ability to multi-task, as the Workers' Compensation Administrator is continuously receiving and processing information. This position will be the point person between RevClaims, the provider and the insurance company.

Essential Functions:

- Gather information by making patient, adjuster calls, and employer calls.
- Input patient and liable third party information into RevClaims from provider systems; basic to cross-informational data entry.
- Receive and process insurance information and forms from patients, insurance companies, and attorneys.
- Process additional information and request from patients, insurance companies, and attorneys on the billing of patient treatment.
- Review and manage patient accounts to ensure that proper documentation, payments, and necessary letters of authorization are entered correctly.
- Manage patient accounts through the company's database and coordinate with the home office in regards to medical information and billing to third parties.
- Technology based testing participation.
- Regular and timely attendance.
- Other duties as assigned.

Qualifications:

Required Education

High School diploma required; Associate's Degree preferred.

Experience

Experience in insurance, medical billing, workers' compensation, and/or legal work preferred.

Skills Required

- Basic keyboard skills and computer knowledge
- Excellent communication skills
- Excellent telephone skills, including use of multi-line phone
- Professional demeanor and attitude
- Ability to work effectively with others
- Medical terminology helpful.
- Excellent organizational skills
- Attention to detail
- Ability to read and interpret basic business correspondence, safety instructions, operating instructions, and policy manuals.
- Ability to write routine business correspondence.
- Ability to speak effectively and communicate with physicians, patients, and other staff members.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to sit, must have finger dexterity, and the ability to communicate via telephone and computer. The employee must occasionally stand, walk, lift and/or move up to 10 pounds. While performing the duties of this job, the employee is also regularly required to talk or hear. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and ability to adjust focus.

WORK ENVIRONMENT

This job is performed indoors in a controlled environment where the noise level is usually moderate. This role routinely uses standard office equipment such as computers, phones, copy machines, filing cabinets, and scanners.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Signature: _____ Date: _____

Witness: _____ Date: _____