

WORKERS' COMPENSATION CLAIMS ADJUSTER

CODES/PAY GRADE

Class Code: 1513

EEO Code: C

Pay Grade: 415

Level I

Level II

Level III

MAJOR FUNCTION

Responsible technical work reviewing, monitoring and settling workers' compensation claims.

ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Reviews "Notice Of Injury" reports for completeness and documentation. Determines if injuries meet criteria for "job related." Approves or denies requests for workers' compensation benefits. Completes and files appropriate State of Florida and county forms. Monitors claims for lost time.

Sets up light duty stations in compliance with injury and doctors recommendations. Coordinates transportation for claimants to doctor's appointments, therapy, etc. Schedules appointments for claimant with physicians (diagnostic testing, evaluation, therapy.)

Observes and adheres to time limitations governing certain actions (e.g. claims denial.)

Creates and maintains hard copy and computer files relating to workers' compensation cases. Maintains detailed log of all actions and conversations relative to a case.

Addresses requests for information from claimants, attorneys, ombudsman, employee assistance office, County legal staff, Departments, etc. May give depositions relative to actions in a case. Ensures County's compliance with judge's orders. Attends mediation.

Calculates wages for lost time, indemnity payments and medical benefits. Coordinates issuance of checks with Finance. Deposits reimbursements and revenue checks (restitution, excess retention and Special Disability Trust Fund, subrogation recovery, medical reimbursement) with Finance.

Reviews doctor's reports for injury status, work status, medical needs, etc. Reviews bills for compliance with Workers' Compensation Fee Schedule. Maintains accurate record of all

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indemnity and medical payments.

Authorizes and pays for medical tests and treatment, prescriptions, medical benefits and lost time. Negotiates settlements and establishes claim reserves.

May conduct investigations. May assist Risk Manager in developing case strategy.

Performs related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of Florida Statute 440 and various annual updates. Knowledge of procedures, forms and policies relating to filing and resolving workers' compensation claims.

Knowledge of practices and techniques of effective record keeping.

Ability to apply rules, regulations and procedures to real cases. Ability to exercise independent judgement and make decisions in accordance with established rules, procedures and regulations. Ability to communicate clearly and concisely, both orally and in writing. Ability to accurately document actions and conversations. Ability to defend actions and decisions. Ability to interact with claimants, attorneys, ombudsmen, state office, and county staff.

MINIMUM QUALIFICATIONS

See attached.

ADA REQUIREMENTS

Physical Requirements: Sedentary work. Finger dexterity.

Environmental requirements: Inside work.

Mental Requirements: Ability to read and comprehend rules, regulations, policies and procedures; ability to read and comprehend legal documents and statutes. Ability to write complex reports detailing opinions, findings and actions. Ability to perform complex mathematical calculations. Ability to speak clearly and concisely; publicly.

WORKERS' COMPENSATION CLAIMS
ADJUSTER

Level I - Entry -

Graduation from high school and two years (2) responsible clerical experience. Must obtain Florida Workers' Compensation Adjuster's license (5:20 or 5:24) within one (1) year of appointment.

Level II -

Graduation from high school and one year experience as licensed workers' compensation claims adjuster, or completion of in-house training program. Must maintain valid Florida Workers' Compensation Adjuster's license.

Level III -

Supervisory responsibilities over workers' compensation claims unit.

Graduation from high school and five (5) years experience as licensed workers' compensation claims adjuster. Must maintain valid Florida Workers' Compensation Adjuster's license.