

WORKERS' COMPENSATION MEDICAL ONLY CLAIMS ANALYST

County Risk Services, Inc. (CRS) a captive third party administrator for a public entity self-insurance risk pool is seeking a highly qualified, team oriented member for its Workers' Compensation Medical Only Claims Analyst position. Experience or familiarity with county government, political subdivisions, and risk pools preferred.

This position is responsible for determining compensability of medical only workers' compensation claims and, processing medical benefits due to ensure adjudication of medical only claims within company best practice standards and in compliance with regulatory agency requirements. The successful candidate will have proven themselves in the claims industry and be able to demonstrate their experience.

DUTIES MAY INCLUDE:

- Investigate and analyze medical only workers' compensation claims to determine benefits due; to ensure ongoing adjudication of claims within company standards and industry best practices
- Consistently demonstrate fundamentally sound claim handling by achieving compliance in the areas of investigation, coverage, loss assessment, and case management
- Ensure the establishment, documentation, and execution of appropriate strategies to bring early resolutions to assigned claims
- Recognize and properly address coverage issues, potential fraud, and subrogation; follow guidelines and completion of reporting forms
- Responsible for timely and accurate processing of claims payments, including settlements and other accounts payable, the distribution of funds and providing notification on payments to client
- Make medical reserve recommendation to supervisor
- Review and approve medical bill payments
- Manage vocational rehabilitation
- Timely and appropriately communicate with internal staff and external customers

REQUIRED EXPERIENCE AND SKILLS

- Bachelor's degree from an accredited college or university preferred
- Minimum one year of claims administration experience or equivalent combination of education and experience required
- Alabama Department of Labor certification and professional designations preferred
- An ability to work effectively with a wide variety of people
- An aptitude for evaluating, analyzing and interpreting information
- Demonstrated critical thinking and decision making ability
- Effective negotiation skills

PHYSICAL REQUIREMENTS

- May be required to move or transport boxes or equipment occasionally
- Will be required to file, stand, reach, kneel or squat

APPLICATION

CRS provides services for the self-funded Workers' Compensation Insurance program established by the Association of County Commissions of Alabama, located in Montgomery. Applicants should send a detailed resume, addressing the duties and required skills and experience outlined herein, to crsjobs@alabamacounties.org.

Deadline for application is 5 p.m. (CT) September 13, 2018.