

CLASS TITLE: CLAIMS EXAMINER (STATE EMPLOYEES WORKERS' COMPENSATION)

Class Code: 02535101

Pay Grade: 29A

EO Code: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To perform and manage all facets of workers' compensation claims management including but not limited to maximum medical improvement and coordination of benefits for retirees; to review case files and prepare claims materials and data for legal staff, and to provide testimony at pre-trials and trials, as needed, for all aspects of workers' compensation litigation; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of superior from whom general and specific work assignments are received; work is subject to periodic review for conformance with provisions of the Workers' Compensation Act as well as office practices, procedures and policies.

SUPERVISION EXERCISED: As required, may train and guide Claims Examiners and support staff assigned to assist.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To perform and manage all facets of workers' compensation claims management including but not limited to maximum medical improvement and coordination of benefits for retirees.

To review case files and prepare claims materials and data for legal staff, and to provide testimony at pre-trials and trials, as needed, for all aspects of workers' compensation litigation.

To prepare claim files, including but not limited to the following occurrences: for litigation when a person returns to work and refuses to sign the suspension agreement, when a totally incapacitated person becomes partially incapacitated, or other occurrences that necessitate the action of a Claims Examiner.

To be responsible for the examination, preparation and processing of all forms and reports relative to injuries arising out of and in the course of state employment in accordance with the provisions of the Workers' Compensation Act.

To be responsible for the payment of weekly compensation benefits to injured employees and dependents, where warranted, whose incapacity for work is total or partial or where the injury results in death.

To review and authorize payments of medical, surgical, dental, optical and other forms of treatment, nursing or hospital service expenses, medicines, or other considerations required to cure, rehabilitate, or relieve the employee from the effects of the injury.

To limit the length of disability and monies spent on individual claims by monitoring medical treatment.

To work one-on-one with state agencies to transition employees back to work, including to identify and assist in effectuating light duty/transitional/suitable alternative employment opportunities.

To initiate and/or approve vocational evaluations and rehabilitation plans to determine injured workers' eligibility for continued indemnity benefits in accordance with the "312 week gate" under the Rhode Island Workers' Compensation Act.

As needed, to adjust potential subrogation/third party claims and negotiate subrogation lien settlements with third party attorneys.

To perform scarring evaluations and negotiate scarring awards with claimants and their attorneys.

To be responsible for assisting in the coordination of ergonomic evaluations to enable injured workers to return to work in either a light duty or full capacity.

To investigate pricing for medical services and supplies, nursing homes and rehabilitation facilities with vendors.

To work with vendors to coordinate and monitor home modification for disability access to ensure cost containment.

To review medical bills to determine compliance with current Medicare service and cause codes for reporting purposes; to identify and document Medicare codes on medical bills submitted by providers to ensure compliance with proper coding in accordance with an injured worker's diagnosis/condition.

To work with the Employees Retirement System of Rhode Island (ERSRI) in the coordination of benefits for retirees transitioning from workers' compensation, to ordinary disability or accidental retirement.

To interface with both in-house and private investigators to identify potential fraud cases or inconsistencies in an injured worker's ability to perform his or her job duties and when necessary, coordinate with legal staff to initiate legal action.

To obtain evidence for the proper application of procedures for maximum medical improvement and functional impairment ratings.

As assigned, to prepare vouchers for payment of compensation benefits, services and purchases.

To compile data and conduct research/analysis as directed by a superior.

As assigned, to serve as a member of a project team to work closely with vendors, Administration, staff and/or other related parties (e.g., DoIT) to provide functional expertise; to contribute to overall project objectives and specific team deliverables; to provide training; and to perform other related project tasks.

To work with IT vendors and programmers on updates and testing to the Electronic Data Information (EDI) and other databases in use by the office.

To perform administrative functions in support of the office for the purpose of training new Claims Examiners, subordinate staff and others.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGE, SKILLS AND CAPACITIES: A thorough knowledge of the Rhode Island Workers' Compensation Act, Medicare coding, maximum medical improvement, employee accident related rehabilitation program options, coordination of benefits for retirees, the right to reinstatement, and the ability to apply such knowledge to the investigation, evaluation and processing of employee workers' compensation claims; written and verbal communication skills; a working knowledge of medical terminology as it relates to injuries, occupational diseases, disabilities and rehabilitation; a working knowledge of legal terminology and procedures in the workers' compensation field; the ability to effectively train and guide subordinate and/or new personnel; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with a Bachelor's degree in Business Administration, Management, Economics or a related field; and

Experience: Such as may have been gained through: employment in a position managing a caseload involving the investigation, evaluation, and processing claims; or as a Claims Examiner managing a caseload for a licensed insurance company or adjusting company.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: February 1, 1998

Class Revised: July 9, 2017