

CLASS TITLE:

**CLAIMS EXAMINER I
WORKER'S COMPENSATION
ADMINISTRATIVE FUND**

Class Code: 02535200

Pay Grade: 22A

EO Code: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To investigate, evaluate, and process all types of reimbursement requests received from insurers, self-insured employers and injured workers in compliance with the provision of the Workers' Compensation Act governing reimbursement from the Workers' Compensation Administrative Fund; to assist legal counsel with preparation for hearings before the Workers' Compensation Court; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a Claims Examiner II (Workers' Compensation Administrative Fund), with considerable latitude in the exercise of initiative and independent judgement; work is subject to review upon completion, through conferences and submitted reports, for compliance with the provisions of the Act.

SUPERVISION EXERCISED: As required, may supervise clerical and other agency personnel.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To investigate, evaluate, and process claims for reimbursement submitted by insures and self-insured employers under the provisions of the Act governing reimbursement from the Worker's Compensation Administrative Fund, including but not limited to communicating with insurers, self-insured employers and attorneys as a representative of the Fund, reviewing information received for compliance with the Act and rules and regulations for acceptance or denial of the claim, and compiling a summary of the information submitted for review by the Claims Examiner II.

To participate in the annual collection of assessments under the Workers' Compensation Administrative Fund.

To assist in the implementation of the annual cost of living adjustment.

To recommend the approval or denial of continuing reimbursement of payment made on established claims under the Workers' Compensation Administrative Fund.

To monitor ongoing claims for continued eligibility under the Workers' Compensation Act.

To schedule medical examinations, arrange for rehabilitation services and arrange for surveillance of injured workers' in appropriate circumstances.

To compile regular statistical reports and other reports as required.

To provide technical advice and assistance to all parties, including insurance adjusters, state claims examiners, attorneys, self-insured employers and injured workers, regarding the Workers' Compensation Administrative Fund.

To assist in conducting training sessions regarding the Workers' Compensation Administrative Fund to insurance adjusters and self-insured employers.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPABILITIES: A working knowledge of the Rhode Island Workers' Compensation Act, with particular emphasis on those provisions regarding the Workers' Compensation Administrative Fund, and the ability to apply such knowledge to the investigation, evaluation, and processing of all types of claims made to the Fund; a working knowledge of medical terminology as it related to injuries, occupational diseases, disabilities, and rehabilitation; a working

knowledge of legal terminology and procedures utilized in the workers' compensation field; the ability to use a computer data processing system for record keeping and processing of payments; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: successful completion of at least two years of academic study in an accredited institution of higher education with courses in business administration, economics, or other related fields; and

Experience: Such as may have been gained through: employment in a position involving the collection, analysis, and evaluation of data relevant to the processing of insurance claims, or other comparable areas of claim activity, with the State of Rhode Island or with a licensed Rhode Island insurance company or adjusting company.

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

Class Revised: 6-7-98

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