



CLAIMS MANAGEMENT ASSOCIATE

This role is primarily responsible for investigating, determining compensability, and managing workers' compensation claims.

Responsibilities:

- Determine coverage on new claims.
- Contacting employer for initial investigation.
- Contacting employee for information needed. (recorded statements, etc.)
- Reviewing medical bills for payment and referral of those bills for audit.
- Filing necessary forms with the industrial commission.
- Determining appropriate reserves.
- Corresponding with attorneys on legal issues.
- Determining when claims need medical case management services and arranging such needs.
- Must have the ability to solve practical problems and develop resourcefulness.
- Good interpersonal and communication skills.
- Good communication skills.