

## Claims Adjuster I

Salary range \$27,156.00-\$45,252 DOE, plus excellent benefits. Send application, cover letter, & resume to: WSI, PO Box 5585, Bismarck, ND 58506-5585 or email to [wsijobs@nd.gov](mailto:wsijobs@nd.gov), by Friday, February 19, 2010 [www.workforcesafety.com](http://www.workforcesafety.com)

### **SCOPE OF WORK:**

Work involves adjudicating claims of injured workers.

### **DUTIES PERFORMED AT ALL LEVELS:**

- Review report of injury; interpret and review medical records; make claim determination and issue notice of decision.
- Determine liability of medical bills.
- Coordinate with other agencies and departments to ensure claims are adjudicated according to North Dakota Century Code and administrative rules.
- Approve or deny medical products and services using claims procedure guidelines.
- Review medical case information and calculate average weekly determination.
- Authorize medical and disability payments.
- Coordinate with medical case management ensuring appropriateness of care received by injured workers.
- Coordinate and monitor treatment and vocational and rehabilitative services with the injured worker and employer to return the injured worker back to work.
- Respond to inquiries from injured workers, employers, and medical providers to communicate status or resolve issues.

### **QUALIFICATIONS:**

Requires a high school diploma or GED and four years of work experience that provided knowledge of medical and insurance claims and/or terminology. College-level course work in a business or healthcare field will substitute for the experience requirement on a year-for-year basis.

### **WORKING CONDITIONS:**

**Physical/Environmental Conditions:** This position requires working primarily indoors in an office environment, at a level-surface desk, with access to stairs and an elevator. Requirements of the position include sitting for long periods of time, walking, standing, finger dexterity, good vision, and good speaking skills,

and the ability to hear within normal range. Use of a keyboard, computer and telephone is required. The position also involves working under time pressures and deadlines. This position is classified under OSHA guidelines as a Category III, with no risk of exposure to bloodborne pathogens or other potentially infectious materials.

**Cognitive/Mental Requirements:** This position requires abilities in the areas of reading; writing; arithmetic; drawing conclusions from written and/or computer generated materials; creating methodologies for accomplishing a goal; implementing recommendations by coordinating persons and/or resources; analyzing data or report information; conducting research; assisting in developing plans, procedures, goals, strategies, and/or processes.

**Equipment, Tools, Materials Used:** Equipment used in this position includes a computer, keyboards, printers, telephones, fax and copy machine, and other operating equipment. The incumbent is also required to operate specific computer equipment and utilize specific software programs.

**SUPERVISION:**

None