

JOB TITLE: Workers' Compensation Claims Adjuster

FLSA: Exempt

Location: Transportation Claims, Inc. – Lincoln

SUMMARY

Position is responsible for investigating and determining the compensability of workers' compensation claims, the management of the workers' compensation claim file, settlement negotiations with claimants and plaintiff counsel, and working with in-house counsel in the defense of litigated claims. Job requires applicant to be on-call one week every ten or so weeks.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Process payments of weekly workers' compensation benefits to claimants.
- Directs and works with company personnel and claimants on workers' compensation claims.
- Coordinates the investigation and compensability of workers' compensation claims.
- Monitors payment status of outstanding claims.
- Corresponds with other party on status.
- Settlement negotiations of claims.
- Maintains regular and predictable attendance.

KNOWLEDGE, SKILLS & ABILITIES

- Bachelor's degree or equivalent.
- Workers' Compensation adjusting experience or experience in work comp medical case management.
- Knowledge of workers' compensation laws, regulations and litigation procedures.
- Knowledge of medical terminology, treatments, causative factors, and severity of various medical injuries.
- Excellent interpersonal communication, negotiation and client service skills.
- Ability to read, write, talk, see and hear.
- Ability to add, subtract, multiply and divide.
- Ability to lift and/or move up to 10 lbs. as required.
- General knowledge and proficient use of a computer and computer programs.

EDUCATION AND/OR EXPERIENCE

Bachelor's degree or equivalent.