

**MEDICAL CLAIMS REVIEWER 2****Nature of Work**

Under general supervision at the full-performance level, performs complex technical work reviewing and determining the compensability of medical claims covered by Workers' Compensation benefits. The work involves review of confidential data regarding medical evidence and psychiatric reports which demand accuracy on the part of the employee to insure that benefits are awarded in accordance to the statutes and laws governing the fund. The work requires the employee to review claims in a timely fashion because of the large volume of medical claims. Errors in work may result in time-consuming legal actions filed by claimants or their employers, affecting the immediate work area and other divisions as well. Performs related work as required.

**Distinguishing Characteristics**

This position is characterized by the review of medical claims to determine the extent of injuries, whether previous injuries contributed to the current injury, and how debilitating the injury is according to precedents. The position has authority to order additional tests and examinations for claimants prior to determining percentage of disability.

**Examples of Work**

- Reviews medical claims following medical and statutory guidelines and applies knowledge of medical cause-effect relations in accident situations to determine compensability for WCF benefits.
- Dispenses claimants' medical reports to employers' attorneys and claimants to advise them on the nature of the injury and type and progress of treatment.
- Counsels claimants over the telephone or in person regarding the processing and completion of medical and Occupational Pneumoconiosis claims.
- Authorizes and denies medical expenditures for supplies, braces, appliances, physical therapy, dental work and other forms of treatment.
- Reviews request for re-opening of claims.
- Determines claimants' eligibility for on-going payments of temporary total disability benefits.
- Determines eligibility for Noise Induced Hearing Loss Claims.
- Refers claimants to physicians for Permanent Total, and Second Injury Life Awards examinations.

**MEDICAL CLAIMS REVIEWER 2 (CONT'D)**

**Knowledge, Skills and Abilities**

- Knowledge of laws and statutes governing the Workers' Compensation Fund.
- Knowledge of the operation of the Fund.
- Knowledge of the medical terminology and anatomy.
- Knowledge of medical codes.
- Skill in writing communiques and quasi-legal documents.
- Ability in developing pertinent facts and evidence related to claims adjudication.
- Ability in determining medical and physiological cause-effect relations in accidents.
- Ability to analyze, interpret and summarize complex medical data.
- Ability to establish and maintain effective relationships with claimants, physicians, attorneys, public officials and other personnel.

**Minimum Qualifications**

- TRAINING Education equivalent to graduation from a standard high school.
- EXPERIENCE Six years of full-time or equivalent part-time paid employment in insurance claims examination dealing with disability claims or accident and medical records.
- SUBSTITUTION Course work from an accredited four-year college or university, or related business school or vocational training may substitute through an established formula for up to four years of the required experienced.

Established: 12/1/91  
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