

Workers' Compensation Announcement of Position Claims Manager

Description:

Utah School Boards Risk Management is seeking qualified applicants for a workers' compensation claims Manager, who will be responsible for the following:

- Supervises the team of examiners.
- Identifies and advises management of trends, problems and issues as well as recommends course of action; informs management of new procedures and ideas for continuous process improvement; and coordinates with management projects for the office.
- Provides technical/jurisdictional direction to examiner reports on claims adjudication.
- Compiles reviews and analyzes management reports and takes appropriate action.
- Performs quality review on claims in compliance with audit requirements, service contract requirements and quality standards.
- Acts as a second level of appeal for client and claimant issues regarding claim specific, procedural or special requests; implements final disposition of the appeal.
- Reviews reserve amounts on high cost claims and claims over the authority of the individual examiner.
- Monitors third party claims; maintains periodical review of litigated claims, serious vocational Rehabilitation claims, questionable claims and sensitive claims as determined by client.
- Maintains contact with the client on claims and promotes a professional client relationship; makes recommendations to client as suggested by the claim status; and provides written resumes of specific claims as requested by client.
- Ensures claims files are coded correctly and adequate documentation is made by claims examiners.

Timeline:

Start Date: November 1, 2017

Opening Date: August 1, 2017

Closing Date: Open until filled

Salary and Benefits:

The salary will be based on qualifications. Benefits include: health insurance, dental, retirement, 401K, life insurance, sick leave, long term disability, vacation leave and paid holidays.

Location:

Utah School Boards Association Office, 860 E. 9085 S. Sandy, UT 84094

Qualifications:

Have a bachelor's degree from an accredited college or university. Maintains a valid Adjusters License issued by Utah Insurance Department.

Have ten (10) years of claims experience including five (5) years claims supervisor experience is preferred.

How to Apply:

Submit a letter of interest and current resume to: rstowell@usba.cc

