

Adjuster (Workers Compensation)

Riggs, Counselman, Michaels & Downes (RCM&D), one of the nation's largest independent insurance, risk management and employee benefits consulting firms, is seeking an experienced Workers Compensation Adjuster in Towson, Maryland.

Qualifications:

High School Diploma or equivalent, college preferred, jurisdictional licenses may be required, must possess strong interpersonal skills in communication, strong organizational skills, client service oriented, excellent written and oral communication skills, 2-3 years experience preferred, computer literacy required

Duties:

- Investigate compensability issues, including recorded statements
- Determine compensability
- File appropriate jurisdictional forms
- Calculate and issue indemnity payments
- Approve medical payments on assigned claims
- Monitor medical treatment on claims assigned
- Provide pro-active claim management
- Assign Nurse Case Managers and Vocational specialists when appropriate
- Issue denial letters to providers and claimants when appropriate
- Request medical records
- Review medical records
- Communicate with various vendors and attorneys
- Communicate status reports to employer
- Make recommendations regarding claim handling and resolution
- Reserve claims
- Maintain a diary on all open claims
- Attend hearings, trials, and mediations when appropriate
- Prepare claim summaries for quarterly claim review meetings with employers
- Attend quarterly claim review meeting with employers
- Refer claim to defense counsel when appropriate
- Monitor Hearing date and consideration date logs
- Evaluate and negotiate stipulations and settlements
- Develop and maintain professional relationships with assigned clients
- Adhere to SISCO standards and procedures

- Document claim activity in claim processing system

Physical Demands Required to Successfully Perform the Essential Job Duties:

- Ability to lift 20 pounds
- Repeated use of sight to read documents and computer screens
- Ability to sit for long periods of time
- Repeated use of hearing and speech to communicate on telephone and in person
- Walking, bending, sitting, reaching and stretching in all directions
- Repetitive hand movements, such as keyboarding, writing and operating calculator

Please send salary history, cover letter and resume to srussell@rcmd.com.

RCM&D offers flexible scheduling, competitive compensation and excellent benefits.

No Phone Calls, Please.

EOE