

**KERN COUNTY SUPERINTENDENT OF SCHOOLS**  
**REVISIONS APPROVED MARCH 2014**  
**RANGE: 43.5**  
**CLASSIFIED**  
**CODE: 4**

### **CLAIMS EXAMINER I – WORKERS' COMPENSATION**

#### **DEFINITION**

Under general supervision, to perform responsible clerical and preliminary claim examination functions;

to assist in establishing and maintaining a data management, storage and retrieval system pertaining to a comprehensive self-insured insurance program;

to do other related work as required.

#### **EXAMPLES OF DUTIES**

Perform a variety of functions regarding the insurance program, including program information dissemination, preliminary claim examination, processing and investigation;

review and evaluate medical documents to ensure appropriate provision of medical benefits:

evaluate the accuracy of medical bills, for timely payment within statutory time limits;

apply appropriate utilization review standards to treatment requests from providers;

may assist participating school districts in the investigation and documentation pertaining to an industrial illness or injury.

review report forms and other documents for accuracy and completeness;

input data into an automated data management, storage and retrieval system, and extract output reports;

assist in the preparation of statistical reports concerning claim status;

assist in maintaining an appropriate inventory of claims informational material, claim forms and other related forms and documents;

supply participating agencies with forms and reporting documents as needed;

assist in the preparation of documents and other materials for use in the claims settlement processes;

assist medical service providers regarding service claims problems, issues and concerns;

verify insurance coverage for various health service agencies and benefit certification programs;

assist in the development and compilation of statistical data and reports required in the administration of the insurance program;

may prepare routine correspondence and memoranda for editing and review pertaining to various benefits related problems, issues and concerns.

#### **QUALIFICATIONS**

##### Knowledge of:

Procedures, methods, and terminology pertaining to a self-insured program;

legal mandates, policies, and regulations regarding a self-insured program;

benefit claims processing procedures;

English usage, spelling, grammar and punctuation;

standard business machines and automated data management, storage and retrieval systems and equipment.

Ability to:

Skillfully perform technical clerical and preliminary claims examination functions;

assist in the preparation of clear and concise management reports and summaries;

perform arithmetical calculations with speed and accuracy;

type at a net corrected speed of 45 words per minute;

communicate effectively in oral and written form;

understand and carry out oral and written directions;

establish and maintain cooperative working relationships;

Experience:

Two (2) years of responsible clerical experience in the field of California Workers' Compensation Insurance, preferably in a self-insurance operation.

Designation as an "Experience Medical Only Examiner" preferred.

Education:

Equivalent to the completion of the twelfth grade, supplemented by training or coursework in business record management, and general office practices.

Conditions of employment:

Must have a California Self-Insurance Administrators Certificate, or obtain one within the first six months of hire date.

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position has a probationary period of six months or 130 days, whichever is longer.

CP: gs

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