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# Example of Adjuster Job Description

Our innovative and growing company is looking for an adjuster. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for adjuster

* Processes medical bills and recognizes medical management opportunities
* Assesses medical/physical condition and prior injuries of claimant, and obtains and analyzes medical bills, wage loss reviews, home service or attendant care, mileage payments, and other related claims to determine reasonableness of charges and relation of injuries to accident, and to ensure compliance with fee schedules, and detect duplicate billing
* Conducts first party file processing/fact gathering, including interviewing claimant, witnesses, medical providers
* Evaluates medical records and treatment plan of claimant and determines if continued treatment is reasonable
* Determines appropriate benefit and negotiates and settles moderately complex claims, including resolution of moderately complex usual and customary billings
* Monitors treatment and benefit payments for excessive, unreasonable, or abusive claims
* Handles specialized claims
* Reviews subpoenas and non-complex demands (e.g., Florida demands)
* May prepare and negotiate moderately complex subrogation issues or arbitrations
* Manage consultants, that may include engineering, lawyers and forensic accountants

## Qualifications for adjuster

* 2+ years of experience as a Machine Adjuster working with envelope machines
* Minimum 5 years previous experience as an outside casualty claims adjuster
* Must be licensed as required by local, state and federal laws
* Highly organized and self-directed with ability to handle multiple tasks
* Minimum 6 months previous experience as a Claims Adjuster
* Must be licensed as required by state and local jurisdictions