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# Example of Medical Claims Examiner Job Description

Our innovative and growing company is searching for experienced candidates for the position of medical claims examiner. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for medical claims examiner

* Conducting investigations into claimant health history through review of medical records and billing documentation
* Interpreting insurance contract benefits and definitions
* Making decisions about claim payments and claimant eligibility
* This level is responsible for reviewing routine claims for adjudication purposes
* Adjusts medical-only claims and low- to mid-level lost-time workers compensation claims under close supervision
* Supports other claims staff with larger or more complex claims as necessary
* Processes workers compensation claims reviewing compensability, benefits due, and files necessary documentation with state agency
* Ensures claims files are properly documented and claims coding is correct
* Coordinates actuarial/settlement issues impacting employers with rate and settlement departments
* 25% - Provides guidance on and applies law to administer workers' compensation claims in compliance with all rules, regulations and reporting requirements of the Labor Code, Division of Workers' Compensation, Self-Insurance Regulations, OSHA, and other administrative laws

## Qualifications for medical claims examiner

* Investigative experience in corporate risk exposure required
* College degree and/or professional designation required, JD preferred
* SIP WCCA/WCCP Preferred
* Claims Examiner Designation required
* The candidate must have the ability to prioritize multiple tasks, meet deadlines and provide excellent customer service
* Requires 4+ years of healthcare / medical claims examiner experience