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WC DISTRICT CLAIMS MANAGER
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF REVENUE
INSURANCE COMMISSION
CLAIMS SERVICES
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: SPECIAL QUALIFICATIONS DESIRED: PREFERENCE MAY BE GIVEN TO APPLICANT WITH EXTENSIVE LEADERSHIP, CLAIMS KNOWLEDGE, RESERVING, AUDITING AND DATA ANALYSIS EXPERIENCE.
DUTIES: UNDER LIMITED SUPERVISION, SUPERVISES THE WORK OF CLAIMS & INSURANCE SPECIALISTS IN THE WV OIC, CLAIMS SERVICES DEPARTMENT. SHALL PLAN, ORGANIZE, ASSIGN AND REVIEW THE STAFF'S WORK TO INSURE ALL PROGRAM OPERATIONS ARE MOST EFFICIENTLY AND EFFECTIVELY BEING ADMISTERED. COORDINATE THE ESTABLISHMENT AND REVISION OF UNIT OPERATING PROCEDURES; INSURE QUALITY AND COMPLIANCE WITH APPLICABLE WV CODE AND RULES, INSURE ADHERANCE OF SET PERFORMANCE STANDARDS; SUCH AS, BEST CLAIMS PRACTICES; APPLY KNOWLEDGE OF ALL ASPECT OF A CLAIM (INDEMNITY, MEDICAL, REHABILITATION, LITIGATION, ETC). COORDINATE AND CONDUCT TPA CLAIMS AUDITS FOR COMPLIANCE AND COST CONTAINMENT. APPROVE/DENY HIGH DOLLAR PAYMENT AND RESERVES; AS WELL AS TPA ADMINISTRATION INVOICES. REPRESENTS UNIT IN VARIOUS INTER-AGENCY MEETINGS, PROJECTS AND COMMITTEES; AS WELL AS, MEETINGS WITH TPA'S. ASSISTS MANAGEMENT IN DEVELOPMENT OF NEW AND INNOVATIVE WORK PROCEDURES AND POLICIES. INSURE QUALITY CUSTOMER SERVICE AND EFFICIENT OVERSIGHT OF STAFF AND TPA'S. INSURE BENEFIT RECIPIENTS RECEIVE CHECKS AND DIRECT DEPOSIT PAYMENTS ACCURATELY AND TIMELY. COMMUNICATE WITH VARIOUS ENTITIES; SUCH AS, AUDITORS OFFICE, TPA'S, VENDORS STATE AGENCIES, AND OIC'S LEGAL, FINANCIAL ACCOUNTING AND IT DEPARTMENTS. COMPILATON AND TRENDING OF DATA, WEBSITE DESIGN AND PRESENTATIONS.

REQUIREMENTS: TRAINING: BACHELOR'S DEGREE FROM AN ACCREDITED

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FOUR-YEAR COLLEGE OR UNIVERSITY.
SUBSTITUTION: EXPERIENCE AS DESCRIBED BELOW MAY
SUBSTITUTE FOR THE REQUIRED TRAINING ON A YEAR-
FOR-YEAR BASIS.
EXPERIENCE: FOUR YEARS OF FULL-TIME OR EQUIVALENT
PART-TIME PAID EXPERIENCE IN WORKERS COMPENSATION
CLAIMS ADJUDICATION TO INCLUDE PRIMARY
RESPONSIBILITY FOR CLAIMS MANAGEMENT OF AN
ASSIGNED CASELOAD OR AS A CLAIMS REPRESENTATIVE,
REHABILITATION NURSE OR REHABILITATION SPECIALIST
IN A PRIVATE INSURANCE COMPANY OR THIRD PARTY
ADMINISTRATOR.

SALARY: PAY GRADE 018 \$37,140.00 - \$68,712.00

DEADLINE: AUGUST 04, 2015

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
KATHRYN MULLINS
INSURANCE COMMISSION
1124 SMITH STREET
CHARLESTON, WV 25301

PLEASE INCLUDE POSTING NUMBER INS160001 ON APPLICATION