



Claims Examiner IV

Salary Group: B20

Class Code: 2924

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
CLAIMS EXAMINER I	2921	B14	\$31,144 - \$49,134
CLAIMS EXAMINER II	2922	B16	\$34,918 - \$55,130
CLAIMS EXAMINER III	2923	B18	\$39,521 - \$64,449
CLAIMS EXAMINER IV	2924	B20	\$45,158 - \$73,788

GENERAL DESCRIPTION

Performs highly advanced (senior-level) disability determination or workers' compensation work. Work involves reviewing case histories, evaluating data, conducting investigations, and preparing determinations. May supervise the work of others. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Researches and reviews disability or workers' compensation claims to determine jurisdiction and to secure proper documentation.

Reviews and evaluates requests for appeal actions, evaluates available material, secures necessary evidence, prepares supporting documentation, and reviews determinations and affirms or revises them as needed.

Arranges for consultative examinations to develop sufficient evidence to adjudicate claims and obtains medical or vocational reviews of evidence.

Assesses individuals' residual functional capacity and ability to perform past relevant work as a result of alleged impairments.

Develops physical or mental developmental assessments.

Develops and conducts presentations.

Coordinates and/or participates in the program planning process.

Develops policies and procedures.

Reviews and evaluates cases involving potential fraud.

Represents the State of Texas in administrative hearings regarding workers' compensation.

Serves as a subject matter expert on claims administration.

May order consultative examinations to investigate undocumented claims and/or clarify medical evidence.

May supervise the work of others.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in disability determination, workers' compensation, or insurance. Graduation from an accredited four-year college or university with major coursework in business administration, social work, or a related field is generally preferred. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of applicable laws and regulations concerning disability determination or workers' compensation, and of medical and psychological terminology.

Skill in customer service techniques, and in the use of a computer and office equipment.

Ability to prepare determinations or claims explanations, to apply and explain relevant laws, to read and analyze documents, to prepare correspondence and reports, to manage caseloads, to communicate effectively, and to supervise the work of others.