



Workers Comp. Administrative Clerk

Job ID: Workers Comp. Administrative Clerk

Department: Workers Compensation

Location: Northwest

Position Type: Full Time

Experience: 1-2 years experience

Desired Education: High School Diploma or equivalent

Essential Duties and Responsibilities:

- Scanning, faxing and distributing medical records
- Verify acceptance or denial of eligibility for Work Comp. Claim
- Correspond with Adjustors and Nurse Case Managers
- Request medical records for future appointments
- Sending dictated reports for all Physicians
- IME file reviews - page count for billing
- Scheduling WC appointments / Coordinate STAT appointments
- Answering incoming calls from patients, adjusters, nurses or employers
- Issue Workers Comp Medical Records to outside third parties
- Attend Monthly WC events and meetings
- Assist with all patients questions

Qualifications/Experience:

- Must have Workers Comp experience
- 1-2 years Medical Office Experience
- Bilingual preferred