

**JOB TYPE:** New York State Workers' Compensation Examiner

**LOCATION:** Lovell Safety Management 110 William Street-12<sup>th</sup> Floor NY, NY 10038  
(Hybrid positions available)

**ANNUAL SALARY RANGE:** \$65,000 – \$85,000

**BENEFITS:** Medical/Prescription/Dental/Vision Insurance Plan, 401K, Paid Vacation

**JOB DESCRIPTION:**

Lovell is seeking a Full-Time examiner with extensive knowledge in managing and handling NYS workers' compensation lost-time claims. This position is an oversight position that requires the examiner to collaborate and provide direction to NYSIF (Carrier) in the claims management and administration of an assigned case load. The position requires consistent excellent customer service to both internal and external Lovell stakeholders.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Ability to collaborate and oversee NYSIF's claims management of workers' compensation lost-time files consistent with industry best practices and the NYS Workers' Compensation Law.
- Analyzes workers' compensation claims by gathering information to help determine coverage, compensability, and reserve exposure.
- Collaborates with NYSIF to ensure that claims are being properly managed in accordance with the requirements of the NYS Workers' Compensation Board.
- Collaborates with NYSIF during all phases of the file to bring claim to resolution or, implement a cost containment action plan.
- Must be proficient with the Impairment Guidelines, Medical Treatment Guidelines, and the Workers' Compensation Law ("WCL") rules and its regulations to appropriately identify and evaluate exposures on claims files, settlement options and litigation actions plans.
- Keep files updated based on case developments and action plans. Communicate and document case developments, including any adjustments of defense strategy to NYSIF and the employer.
- Regularly review claim reserves and request adjustments based on the appropriate claim exposure(s).
- Calculates benefit rates to ensure NYSIF is issuing accurate payments based on the correct AWW and degree of disability for the compensable lost time or reduced earning periods.

- Collaborate with NYSIF in the claims management process to ensure NYSIF is appropriately scheduling IMEs, surveillance and record reviews on a timely basis and taking appropriate claims action based on the IME results.
- Review claims for appropriate cost containment opportunities to indemnity, medical, and legal expenditures.
- Prepare, analyze, and recommend action plans for in-house and external client claim reviews.
- Assist clients with claims filing information, witness identification and assist in witness preparation.
- Perform other related tasks and assignments as required.

## **QUALIFICATIONS:**

### **Required Education, Experience & Licensing**

- BS/BA degree from an accredited college or university.
- Five or more years of recent experience in handling NYS workers' compensation claims.
- NY State Adjuster License (Workers' Compensation).

### **Skills and Knowledge Requirements**

- Demonstrated problem solving and analytical skills
- Ability to manage a large caseload and prioritize assignments
- Strong interpersonal skills with the ability to work in teams and individually
- Strong verbal and written communication skills
- Must be able to provide excellent customer service
- Strong organizational skills with the ability to work within tight timeframes and meet strict deadlines
- Must have good computer skills and be proficient with Microsoft, Word, and Adobe

## **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk and use computer keyboarding. The employee is occasionally required to stand, walk, reach with hands and arms stoop, kneel, bend, crawl, lift and/or move up to 10 pounds.

Lovell Safety Management Company, LLC is an equal opportunity employer.