



110 William Street-12th Floor New York, NY 10038-4949 Phone (212) 709-8600 Fax (212) 269-6054

JOB TYPE: New York State Workers' Compensation Entry-Level Examiner
(Hybrid positions available)

LOCATION: Lovell Safety Management 110 William Street-12th Floor, NY, NY 10038

ANNUAL SALARY RANGE: \$40,000 – \$60,000

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

JOB DESCRIPTION:

Lovell is seeking a Full-Time Entry-level NYS Workers' Compensation Examiner with excellent organizational and communication skills. The position requires consistent excellent customer service to both internal and external Lovell stakeholders. The ideal candidate will work with New York State Insurance Fund ("NYSIF"-Carrier), Lovell clients and other internal departments. Under the supervision of a manager, this position requires management of a caseload of medical only and/or permanent partial disability files while performing other administrative duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Ability to prioritize daily assignments for timely completion of tasks.
- Provide oversight of NYSIF's medical only or permanent partial disability claims in order to ensure that the claims are being properly handled in accordance with the NYS workers' compensation laws and its rules and regulations.
- Generate weekly hearing reports to distribute to the legal staff for attendance at hearings.
- Must have understanding of the NYS workers' compensation claims reporting requirements in order to file appropriate First Reports of Injury with NYSIF.
- Create claim files in the Lovell claims management system and assign files to the Claims Examiner handling the claim.
- Must be familiar with the Medical Treatment Guidelines and their application to ensure compliance and take appropriate action when the treatment falls outside Guidelines.
- Collaborates with NYSIF during all phases of the file to bring claim to resolution.
- Conducts preliminary investigation of claims and obtains necessary documents such as the employer/ witness statements, C-2, C-240, C-11s and medical reports.

- Keep files updated based on case developments and action plans. Communicate case developments to the employer and NYSIF. Documents action plan and findings in the Lovell claims system.
- Regularly review claim reserves and request NYSIF's adjustments based on the appropriate claim exposure(s).
- Collaborate with NYSIF in the claims management process to ensure NYSIF is appropriately scheduling IMEs and/or record reviews on a timely basis and taking appropriate claims action based on the IME results.
- Will be required to perform other administrative or claims processing duties as necessary to assist the Lovell Claims Group

QUALIFICATIONS:

Required Education, Experience & Licensing

- BS/BA/Associate Degree from an accredited college/university.
- Two years of recent experience in handling NYS workers' compensation claims is preferred.
- NY State Adjuster License (Workers' Compensation) a plus. Adjuster license is required within 1 (one) year of employment start date.

Skills and Knowledge Requirements

- Demonstrated problem solving and analytical skills
- Ability to manage a medical only and permanent partial disability caseload
- 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.