

Job Title: Workers' Compensation Medical Only Adjuster
Reports To: WC Claims Supervisor
Department: Claims
FLSA Classification: Nonexempt

Location: 562 Franklin Road, Suite 200, Franklin, TN 37069

About Us

Public Entity Partners was created to provide insurance coverage for local governments within Tennessee. With staff experienced in local government, as well as the commercial insurance industry, we pride ourselves on providing exceptional service to our members. The vision of Public Entity Partners is to make a difference in the lives of Tennessee public entity employees and the citizens they serve. We relate to governmental entities because we collaborate with them on a daily basis, and we understand the challenges they face.

Job Summary

The Workers' Compensation Medical Only Claims Adjuster manages non-complex and non-problematic, medical only claims under close supervision, supporting the goals of the Claims Department. The ideal candidate is highly organized, deadline-driven, and thrives in a fast-paced Claims environment. This is a hybrid role.

Duties/Responsibilities

- Receives Workers' Compensation claims, confirms policy coverage and acknowledgement of the claim
- Determines the validity and compensability of the claim
- Establishes reserves and authorizes payments within established reserving authority limits
- Communicates claim status with the customer, claimant and client
- Participates in claims review as needed
- Assists other claims professionals with more complex or problematic claims as necessary
- Additional duties as assigned

Required Skills/Abilities:

- Excellent customer service skills
- Excellent written and verbal communication skills
- Fast learner; develops knowledge and understanding of claims practice, relevant statutes, and medical terminology
- Ability to identify, analyze and solve problems
- Computer proficiency and technical aptitude to utilize Microsoft Office, including Excel spreadsheets
- Strong interpersonal, time management, and organizational skills
- Ability to work both independently and within a team environment

Education and Experience

- Bachelor's degree or a combination of education and related experience

- Minimum of 1 year industry experience and claim handling
- Workers' Compensation experience required

Physical Requirements

- Prolonged periods sitting at a desk and working on a computer.

Excellent Benefits
Salary - \$83,816.33