

WORKERS COMPENSATION CLERK

DISTINGUISHING FEATURES OF THE CLASS: This is moderately complex clerical work involving primarily the review and approval of payment of medical bills submitted to Delaware County's Workers Compensation Self-Insurance Fund. The incumbent also assists the Fund Administrator with other activities related to administering the Fund and performs other clerical duties as assigned. The work is performed under the general supervision of the Administrator of the Self-Insurance Fund. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Reviews medical bills and authorizes payment as prescribed by Workers Compensation regulations; Determines if individual fees charged are correct according to Workers Compensation fee schedules. Determines if total charges are accurate. Advises medical providers of any discrepancies and attempts to resolve same; Refers claims requiring prior approval to the Administrator. Maintains files of Workers Compensation claims; Completes or assists in the completion of various forms, reports and records; Operates a variety of office machines including but not limited to calculator and micro-computer; Answers telephone and written inquiries; Gives out routine information; Types routine correspondence and other materials as required; Performs a variety of clerical activities as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of Workers Compensation regulations and procedures; Good knowledge of medical terminology; Good knowledge of office terminology, procedures and equipment; Good knowledge of business arithmetic and English; Ability to understand and carry-out moderately complex oral and written directions; Ability to relate well to others; Ability to meet and deal with the public; Clerical aptitude; Good judgement; Awareness of confidentiality of medical records; Neat appearance; Tact and courtesy; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a New York State equivalency diploma, and one year of billing, auditing or account keeping experience which either includes experience requiring knowledge of medical terminology, or which is supplemented by either additional experience requiring knowledge of medical terminology or by a course in medical terminology.

Adopted 7/8/92