

Senior Workers' Compensation Claims Adjuster

Location: Houston, TX

Job details

Salary: Commensurate with Experience. This is an exempt position.

Job Type: Full-time

Qualifications

Experience:

- Texas Workers' Compensation: 2+ years (Required)

License/Certification:

- Texas Workers Compensation Adjuster License (Required)
- Texas All-Lines Adjuster License (Preferred)

Education:

- Bachelor's Degree (Preferred)

Work Remotely:

- Work from home with minimal travel
- 8-hour shift, Monday – Friday

Full Job Description

AS&G Claims Administration, Inc., a Texas PRIMA Sponsor, is a premier leader in claims administration services. Since 1983, we have helped improve outcomes by mitigating Risk for our valued clients.

Primary Responsibilities:

- Adjudicate workers' compensation claims by means of a timely and thorough investigation to determine compensability
- Frequent communication with all appropriate parties involved with the claim
- Establish timely and appropriate reserves and paid benefits timely, in accordance with Texas Workers' Compensation Statute.
- Develop and proactively manage claims through well-developed action plans to bring the claim to a timely resolution

- Prepare necessary State filings within statutory limits
- Actively manage the litigation process, ensuring timely and cost-effective claims resolution
- Manage claim recoveries of all types, including but not limited to subrogation, SIF recoveries, and social security, child support and attorney fee offsets
- Coordinate vendor referrals for additional investigation and/or litigation management
- Utilize appropriate cost containment measures to reduce overall claim costs
- Develop professional relationships with your internal and external partners
- Effective communication which is both articulate and tactful
- Eagerness to collaborate with all teams and employees
- Prioritize and organize multiple tasks with great focus and attention to detail.
- Handles distractions well.

Required Skills and Knowledge:

- High school diploma with a minimum of 2 years adjusting experience in Texas workers' compensation, preferably handling workers' compensation claims for a public entity.
- A Bachelor's degree is preferred, but not required. Education may be substituted for experience.
- Strong technical claims knowledge
- Knowledge of medical terminology
- Active Texas Workers' Compensation Adjuster or All-Lines Adjuster license
- Ability to identify subrogation potential and pursue recovery
- PC proficient, including Microsoft Office products
- Ability to think critically
- Ability to meet or exceed performance competencies

U.S. Eligibility Requirements

- Interested candidates must submit an application and resume/CV online to be considered
- Must be 21 years of age or older
- Must be willing to submit to a background investigation; any offer of employment is conditioned upon the successful completion of a background investigation
- Must have unrestricted work authorization to work in the United States. For U.S. employment opportunities, AS&G hires U.S. citizens, permanent residents, asylees, refugees, and temporary residents. Temporary residence does not include those with non-immigrant work authorization (F, J, H or L visas), such as students in practical training status. Exceptions to these requirements will be determined based on shortage of qualified candidates with a particular skill. AS&G will require proof of work authorization

AS&G offers competitive salaries and benefits, including: medical/dental/vision plans, life and accident insurance, 401(K), flexible work hours (availability varies by office and job function) training programs and more.

AS&G believes that all persons are entitled to equal employment opportunity and does not discriminate against nor favor any applicant because of race, sex, color, disability, national origin, religion, creed, age, marital status, citizenship, veteran status, gender, gender identity / expression, actual or perceived sexual orientation, or any other protected characteristic. Equal employment opportunity will be extended in all aspects of the employer-employee relationship, including, but not limited to, recruitment, hiring, training,



promotion, transfer, demotion, compensation, benefits, layoff, and termination. In addition, AS&G will make reasonable accommodations to known physical or mental limitations of an otherwise qualified applicant with a disability, unless the accommodation would impose an undue hardship on the operation of our business.

Benefits:

- 401(k)
- Dental insurance
- Disability insurance
- Flexible schedule
- Flexible spending account
- Health insurance
- Health savings account
- Life insurance
- Paid time off
- Vision insurance