

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DGS12417053 DATE POSTED: 02/05/19
POSITION NO: 203783 CLOSING DATE: 02/19/19
POSITION TITLE: Insurance Claims Analyst
DEPARTMENT NAME / WORKSITE: Insurance Services Department / Workers' Compensation Program / Window Rock, AZ
WORK DAYS: _____ REGULAR FULL TIME: GRADE/STEP: AR64A
WORK HOURS: 8 am - 5 pm PART TIME: NO. OF HRS./WK.: _____ \$ 41,641.60 PER ANNUM
SENSITIVE SEASONAL: DURATION : _____ \$ 20.02 PER HOUR
NON-SENSITIVE TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

The position requires a timely processing of Workers' Compensation Claims Report of Injury (ROI) and evaluates the accident reports to determine if the injury was work related and in accordance to the Navajo Nation Workers' Compensation Act. Management of client's claims in order to create efficient, effective and proactive strategies to reduce claim costs and mitigate exposures. Assist in claim settlement negotiations. Maintain and establish case reserves with appropriate documentation. Ensure adequate investigation of accident report is conducted by interviewing of witnesses and procurement of relevant documentation such as medical records and research patterns or trends of injuries for the claimant. The claimant is referred to a physician for a prescribed treatment and to determine if the claimant reach Maximum Medical Improvement (MMI) or provided other treatment until the claimant is released to return to work. Reviews documentation to determine whether medical expenses and temporary total disability benefits should be coordinated with the Employee Benefits; authorizes payment of medical expenses. Maintains subrogation records and files for those incidents involving third parties for medical treatment, time loss, awards and settlements paid.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- An Associates Degree in Business Medical Terminology or related field; and three (3) years of responsible insurance underwriting, adjusting, or investigating medical billing experience; or an equivalent combination of education and experience.

Special Requirements:

- Possess a valid state driver's license.
- A favorable background investigation.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Insurance Claims Analyst (ICA) must have the ability to provide public education/presentations to programs, departments, divisions and enterprises on the Navajo Nation Workers' Compensation Act. ICA is responsible for abiding to Navajo Nation Privacy Act and must have the ability to maintain confidentiality on all records.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.