

SUA Insurance Co.

Contact Person: Karin Sanden

Title: Sr. HR Specialist

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Address: 222 S. Riverside Plaza #1600; Chicago, IL; 60606

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Company's Website Address: www.suainsurance.com

Title of Position: Medical Only Claim Adjuster

Opportunity Location: Chicago, IL - above Union Station in the loop

GENERAL SUMMARY

Handles Medical Only workers' compensation claims within specific state jurisdictions.

ESSENTIAL RESPONSIBILITIES & DUTIES

- ❖ Investigates, pays and resolves Medical Only workers' compensation claims
- ❖ Maintains a caseload and diary on workers' compensation medical only files as directed by the Claims Supervisor
- ❖ Properly establishes reserves for the claims handled
- ❖ Handles Medical Only claims to a conclusion
- ❖ Works with the Subrogation Analyst to maximize all recoveries on eligible claims
- ❖ Works with Manage Care Analyst to ensure adherence to the SUA Managed Care program
- ❖ Controls expenses on all worker's compensation medical only claims
- ❖ Develops a knowledge of the PEO business
- ❖ Provides excellent customer service to Partner Agents, PEOs, their clients, other insureds and claimants
- ❖ Achieves quality initiatives based upon SUA Best Practices
- ❖ Handles any other assignment given by the Claim Manager or Claim Supervisor

DESIRED QUALIFICATIONS

- ❖ Education
 - Bachelor's degree preferred
- ❖ Experience
 - Minimum of 1-2 years Workers' Compensation Medical Only claim handling experience.
- ❖ Skills
 - Knowledge of the workers' compensation claim handling best practices and specific jurisdictional workers' compensation requirements
 - Ability to analyze workers' compensation claims and formulate plans for resolution
 - Ability to work in a team environment

- Excellent verbal and written skills
 - Strong attention to detail
 - Proficient in the use of Word, Excel
 - Proficient in the use of the Claims+ claim system
- ❖ Physical
- Occasional bending, reaching, and light physical effort (under 10 pounds)