

Workers Compensation Specialist

Pittsburgh Regional Transit is seeking a Workers Compensation Specialist to investigate work-related injuries/disabilities by collecting and compiling information gathered from internal and external sources. Review factual evidence and prepare information necessary to determine the acceptance, denial, termination, modification or suspension of workers' compensation benefits; provide case management from the initial filing of a claim through return to gainful employment or settlement.

Essential Functions:

- Investigates facts and information regarding employee work-related injuries and disabilities by interviewing employees through a telephone conversation, at the employee's home, or in the Workers' Compensation office; interviewing witnesses, medical providers, attorneys and others to determine nature and degree of injury and/or disability; completes required forms and investigation reports. (Such work requires operation of company vehicle and qualification on Port Authority of Allegheny County Right-of-Way.)
- Reviews claim information to identify compliance conditions for acceptance, denial, termination, modification or suspension of workers' compensation benefits; corresponds with employee to explain determination and claim status.
- Provides case management services; assumes responsibility for managing the claims to closure, including determining the need for medical management, vocational rehabilitation, surveillance, etc., as needed, and tracking cases on a timely basis.

Job requirements include:

- Associate Degree in Business or related field from an accredited school. Related experience may be substituted for the education on a year-for-year basis.
- Minimum of four (4) years of claims handling and investigative experience in either workers compensation or general liability in the last 10 years, including experience compiling and reviewing medical records.
- Valid PA driver's license.
- Professional and effective communication skills.
- Demonstrated ability in the use of Windows and Word.

Preferred attributes:

- BA/BS Degree in Business Administration, Human Resource Management or related field from an accredited school.
- Interviewing skills.
- Accident investigation experience.
- Ability to use Excel, Access, and Claims Management Software.



We offer a comprehensive compensation and benefits package. Interested candidates should forward a cover letter (with salary requirements) and resume to:

Missy Ramsey
Employment Department
345 Sixth Avenue, 3rd Floor
Pittsburgh, PA 15222-2527
MRamsey@RidePRT.org
EOE