

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 for Port Authority of Allegheny County d/b/a Pittsburgh Regional Transit (PRT). 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. 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.

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 PRT 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:

- High school diploma or GED.
- Associate's degree or 2 years of college in business or related field from an accredited college or university. Related experience may substitute for education on a year-for-year basis.
- Minimum of three (3) years' experience in handling claims and investigations in either workers compensation or general liability in the last 10 years and compiling and reviewing medical records. No required certifications or licenses.
- Valid PA driver's license.
- Professional and effective communication skills.
- Demonstrated ability in the use of Windows and Microsoft Word.

Preferred attributes:

- Bachelor's degree in business administration, human resource management or related field from an accredited college or university.
- Interviewing skills.
- Accident investigation experience.
- Demonstrated 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:

Holly A. Jenkins
Employment Department
345 Sixth Avenue, 3rd Floor
Pittsburgh, PA 15222-2527
HJenkins@RidePRT.org
EOE