

WORKERS' COMPENSATION ANALYST (1774)

TASK LIST (2015)

1. Communicates verbally with supervisors, return to work coordinators, and safety engineers regarding employee injury and illness activities such as notification(s) of injuries, patient work status, medical limitations, and work restrictions.
2. Communicates verbally with personnel from medical facilities (i.e. physicians, hospital personnel, nurses, physical therapist, and durable medical equipment (DME) vendors), utilization review, employees and/or their family depending on the severity of injury regarding treatment authorizations, medical appointments, diagnosis, prognosis, nature and type of treatments, medical limitations, work restrictions, benefits, and hospital and treatment charges.
3. Communicates verbally with City departments, Information and Assistance Officers (I&A), rating (disability) specialist, and City Attorneys regarding benefits, claim denials, medical expenditures, liens, penalties for late payment of medical bills, and awards.
4. Communicates verbally with lien claimants and bill review vendors about reasonableness of medical charges and hospital and treatment charges.
5. Testifies at Workers' Compensation Appeals Board (WCAB) hearings on payment issues, which may include benefits such as temporary and permanent disability, mileage, medications, durable medical equipment (DME) reimbursements, self-procured medical treatments, wages, penalties for untimely payment of awards and/or medical treatment based on case history documentation in order to support City actions.
6. Writes progress notes using abbreviated terms to provide information, such as medical status, physicians' and supervisors' statements and recommendations, procedures authorized, disability status, and communications with employees, vendors, and/or attorneys in order to maintain accurate and organized records.
7. Fills out forms and prepares notes, such as Return to Duty Certificates (PDAS 43), benefit notices, Request for Physician's Reports, notifications of medical appointments, Permanent Disability (PD) and Temporary Disability (TD) payment forms, Supplemental Job Displacement Benefit forms, clerical instruction sheets, or settlement documents in order to document information and/or initiate appropriate action.
8. Writes timely letters to interested parties which may include employees, physicians, attorneys, hospitals, and appropriate vendors on matters such as benefits, rejection or denial information, and statements of Workers' Compensation Appeals Board (WCAB) requirements in order to provide the information needed for efficient case management.
9. Writes summaries of court proceedings in a narrative format which summarizes the chronological facts of the case such as names of involved parties, place, time, and location of proceedings, actions taken, recommendations for follow-up procedures and/or activities needed prior to moving the case to next proceeding in order to provide accurate case status documentation.

10. Reads material such as employee injury and/or illness reports, medical treatment reports, police reports, witness statements, letters from employees, attorneys, physicians, and other vendors, stipulated Workers Compensation Appeals Board (WCAB) and Compromise and Release (C&R) awards in order to determine appropriate action.
11. Reads and interprets complex technical material such as medical evaluation reports, Workers Compensation Appeals Board (WCAB) findings and awards, operative reports, admission and discharge summaries, laboratory diagnostic reports, Workers Compensation Appeals Board (WCAB) rules and regulations, State Labor Code, and Workers Compensation Appeals Board (WCAB) and appellate court case laws in order to obtain information and/or formulate an appropriate course of action.
12. Determines extent of injury by reading medical reports, reviewing physician's diagnosis and prognosis and using information such as type of injury, knowledge of previous cases for similar injuries, familiarity with the workers' compensation case, and/or familiarity with the employee's case history or prior awards in order to anticipate medical costs and to refer the employee for appropriate medical attention.
13. Collects requisite information from appropriate sources by requesting it verbally or in writing, interviewing related parties, initiating private investigations, accessing past medical records and/or litigation history in order to formulate an appropriate course of action.
14. Requests verbally or in writing that the City Attorney obtain, by deposition specific information related to areas such as, medical report omissions, opinions, and/or recommendations based on new or additional information, and inaccurate or inconsistent statements in order to clarify, establish, determine, or corroborate facts of the case.
15. Identifies Permanent Disability (PD) factors which may include objective (measurable, and/or definable work restrictions or limitations), subjective (as reported by employee), and apportionment (discount for previous Permanent Disability) by reading physician's reports and the American Medical Association Guide to Disability (AMA) in order to determine if a disability rating is indicated.
16. Rates Permanent Disability by using a formula which takes into account factors including employee's age and occupation, Whole Person Impairment (WPI), and type of injury (part of body) based on knowledge of permanent disability rating system in order to determine percentage of Permanent Disability.
17. Calculates Permanent Disability based upon physician's findings and recommendations using basic arithmetic by adjusting Permanent Disability rating to account for credit of previous compensation for employee injury (apportionment) in order to determine actual Permanent Disability.
18. Prepares workers' compensation case outlines by performing steps including reviewing case files, comparing applicant and defense counsel materials, identifying inconsistent or irrelevant points or information, reviewing pertinent Workers Compensation Appeals Board (WCAB) rules, regulations, and case laws, and organizing defense strategies in formats that anticipate case direction (settlements or further adjudication) in order to organize materials for presentation on department's behalf in formalized settings.

19. Authorizes department expenditures by approving in writing the release of funds for payment of items such as awards, benefits, medical treatments, legal and deposition fees, disability payments, liens, Supplemental Job Displacement Benefits (SJDB), and reimbursement of personal expenses in order to compensate involved parties and/or fulfill City liability.
20. Meets with opposing parties informally at Workers Compensation Appeals Board (WCAB) upon court's recommendation or encouragement to propose and negotiate settlements based on consideration of factors which may include comprehensive case histories, analyses of facts, knowledge and/or experience of other workers' compensation cases, and personal knowledge of opposing legal representatives' strategies and tactics in order to settle monetary and benefits on the City's behalf.
21. Represents the City's position in conferences with interested parties or entities, such as Workers Compensation Appeals Board (WCAB), Alternative Dispute Resolution Program (ADR), the applicant's legal counsel, and the City Attorney's Office by stating the department's opinion, answering questions, citing authoritative sources, defending its recommendations, and making counter offers, on issues which may include: case closures, monetary benefits, disability ratings and percentages, and acceptability of settlement proposals in order to progress case to mutually acceptable conclusion.
22. Uses the claims management system in order to manage files, pay bills, and track and process utilization review requests in order to process and resolve claims and/or process timely and accurate benefits (temporary and/or permanent disability).
23. Trains City departments about the appropriate forms to fill out (DWC1 and 5020), basic workers compensation law, and return to work in order for the department to have an understanding of the process.