

Workers Compensation Claims Administrator

CAPS Universal currently has an opening for a **Workers' Compensation Claims Administrator** in Culver City, CA, to support our Claims Administration Department.

Company Description

Since 1991, CAPS has been the premier entertainment and production payroll partner for hundreds of companies throughout the entertainment world, including television commercials, feature films, sports and entertainment venues and live events, reality and feature TV, music tours, and extras talent. We provide entertainment payroll services for every major studio and hundreds of independent production companies and are experts in production payroll processing, national agreements, health, welfare and pension plans, wage and hour law.

Job Description

This position provides support to the Vice President, Claims Administration in the handling of employee injuries. The selected candidate will handle the initial investigation of claims filed by CAPS' clients and reporting to the designated insurance carrier/third party claims administrator (TPA). Once a claim is filed, the **Workers' Compensation Claims Administrator** will monitor all claims through resolution and provide updates to the Vice President, Claims Administration.

Key Duties

- Conduct initial claims investigation, directing injured employee to medical care where appropriate, and report claims to carrier/TPA
- Monitor claims handling through closure of the file, acting as the main point-of-contact for communication with the carrier/TPA
- Participate in claim reviews
- Respond to client and internal stakeholder inquiries and reporting requests
- Review and approve carrier/TPA invoices
- Manage carrier/TPA metrics
- Handle federal and state OSHA reporting
- Assist Vice President, Claims Administration on loss control and other casualty insurance programs

Job Qualifications

- Two to four years' experience with workers' compensation claims management with demonstrated knowledge of related laws and medical/legal terminology is required
- Two years' experience managing return to work programs
- Experience with OSHA policies, procedures and legal requirements
- Must be well organized, detailed-oriented, and able to adjust to changing priorities
- Excellent oral and written communication skills are required
- Demonstrated ability to work collaboratively with clients and internal stakeholders
- Strong computer skills with extensive knowledge of Microsoft Office tools
- Experience with loss control and the ability to communicate in Spanish are a plus

Education

- Bachelor's degree required
- Insurance certification/designation such as ARM, WCCP or others preferred

Interested applicants should contact Miguel Bernal via email at mbernal@capspayroll.com.