

GRIFOLS

Workers' Compensation, Operations Administrator

Summary:

Grifols is seeking a Workers' Compensation (WC), Operations Administrator to coordinate the WC programs and processes across US locations. They will be responsible the program's oversight and claim portfolio. This position will work in partnership with our external Third Party Claims Administrator, Health Management Services (HMS), Risk Management, Legal, Health and Safety and other internal stakeholders to review, investigate and assist in decisions regarding coverage, loss control and excellence in WC program management.

Primary Responsibilities for the Role:

- Provides administrative oversight of workers' compensation claims for US based Grifols employees.
- Files new claims and works in conjunction with internal medical staff to complete, or validate, the First Reports of Injury for multi-state, US operations.
- Responsible for communications with third-party workers' compensation carrier to ensure accurate and timely correspondence of claim related wage information, legal or other required requests.
- Proactively works with internal stakeholders on loss control and claims containment.
- Assists with WC closure strategies and ensures/monitors reserve allocations for complex cases.
- Proactively works with internal medical management, claim consultants and Risk Manager on workers compensation related matters.
- Manages the claim review process with internal and external partners.
- Where appropriate, works collaboratively with stakeholders to facilitate coordination and interfacing of other benefits such as FMLA, LOA and ADA, Workers Compensation eligibility requirements, time periods of coverage and policies.
- Prepare approval requests for settlement authority which require Corporate Management signoff
- Works closely with business units and vendors to assure safety and injury reporting related documents are processed according to standard procedures and troubleshoots delays.
- Maintains and updates various medical management databases in compliance with regulatory statutes in shared collaborative areas and reports data internally to customers.
- Provides injury and workers compensation related data to internal partners which may include Health and Safety, Operations, Human Resources and Risk Management.
- May assist other departmental activities, as needed.

Education, Knowledge & Experience Requirements:

- Associate Degree is required. Bachelor's degree preferred.
- Strong team player, organized, detail orientated and able to work independently.
- 2-4 years of WC experience required
- Relevant WC or Human Resources certifications, preferred
- User knowledge of electronic medical records, such as OHM, RMIS system, preferred.
- Must have working knowledge of computer applications such as word, excel, PowerPoint, outlook and SAP applications.
- General understanding of FMLA, LOA and ADA.
- Some medical experience preferred, not required.
- Spanish preferred, not required.

Please follow the link to apply for the position

<https://career5.successfactors.eu/sfcareer/jobreqcareer?jobId=78553&company=Grifols&username=>