

Workers' Compensation Claims Adjuster

At CAS - Claims Administrative Services, Inc., we focus on results (not corporate politics), creating a positive work environment where our team feels like family. We work hard but believe in maintaining a healthy work-life balance. As a valued member of the CAS team, you'll play a critical role in ensuring injured workers receive the care and support they deserve.

We're looking for passionate problem-solvers who thrive in dynamic environments, offering competitive salaries, growth opportunities, and the chance to make a real difference in people's lives.

If you're ready for your skills to have a meaningful impact, we want to hear from you!

Primary Role

The Claims Adjuster will manage an assigned caseload of medical-only and lost-time workers' compensation claims from the first report of injury to resolution according to applicable laws. This includes making decisions about liability/compensability, evaluating losses, and negotiating settlements. The role interacts with claimants, policyholders, appraisers, attorneys, and other third parties throughout the claims management process. The position offers training developed with an emphasis on enhancing skills needed to help provide exceptional service to our customers.

Functions & Responsibilities

Essential

- Manage assigned caseload of workers' compensation claims.
- Make decisions about compensability, set reserves and negotiate settlements.
- Interact with claimants, clients, medical providers and other third-party representatives throughout the claims process.
- Timely initial contacts and investigation of new claims.
- Verify coverage.
- Take recorded statements as needed.
- Document files daily on every conversation and action taken.
- Identify and address subrogation issues.
- Start and stop indemnity benefits timely and accurately.
- Complete jurisdictional forms timely and accurately.
- Monitor ongoing medical treatment.
- Request second medical opinions as needed.
- Request surveillance appropriately.
- Work mail and diary on a daily basis.
- Client visits as required.
- Preparation and handling of hearings.

Additional

- Communicates directly with clients.
- Prepares reports and other analytical data as requested by the management team.

Qualifications

Required

- **Candidates must have experience adjudicating Texas workers' compensation claims.**
- Must hold a valid **Workers' Compensation Adjuster** license.
- Must have at least 2-3 years of experience handling indemnity workers' compensation claims.
- High school diploma.
- Ability to follow instructions, procedures and rules.
- Must have strong attention to detail.
- Must have good written and oral communication skills.
- Must be well organized with the ability to multi-task.
- Basic computer skills in MS Word, Excel and Outlook.
- Fast, accurate data entry.

Preferred

- College degree in business or other related discipline.

Questions? Please contact:

Abigail Rockovich

Human Resource Coordinator

Abigail.Rockovich@heartlandsig.com



← **SCAN to Apply Online**

🌐 **www.cas-services.com**

📞 **800.765.2412**