



MASON WILSON

Workers Compensation Coordinator

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PROFESSIONAL SUMMARY

Accomplished Workers Compensation Coordinator with five years of expertise in managing claims and optimizing return-to-work strategies. Skilled in analyzing complex cases, liaising with stakeholders, and enhancing compliance with regulations. Focused on reducing workplace injuries and streamlining claims processes to support employee health and recovery.

WORK EXPERIENCE

Workers Compensation Coordinator 📅 Jun / 2021-Ongoing
Pineapple Enterprises 📍 Santa Monica, CA

- 1. Managed and verified coverage and treatment for new patient referrals, ensuring compliance with workers' compensation regulations.
- 2. Scheduled initial appointments and coordinated care with medical providers to facilitate timely treatment.
- 3. Maintained communication with insurance adjusters and case managers throughout the treatment process to ensure smooth claims handling.
- 4. Monitored regulatory changes in the Division of Workers' Compensation to ensure compliance.
- 5. Collaborated with the business office to resolve reimbursement issues and optimize financial outcomes.
- 6. Maintained accurate electronic medical records (EMR) for all workers' compensation cases, ensuring data integrity.
- 7. Resolved complex issues related to workers' compensation claims, advocating for employee rights and benefits.

Workers Compensation Coordinator 📅 Jun / 2020-Jun / 2021
Summit Peak Industries 📍 Denver, CO

- 1. Served as Nurse Coordinator for workers' compensation injuries, facilitating communication between hospitals and employers.
- 2. Obtained necessary authorizations for medical treatments, including physicals and therapy sessions.
- 3. Entered data for new workers' compensation patients, authorizing visits and scheduling appointments efficiently.
- 4. Gathered statements from witnesses and medical providers to support claims investigations.
- 5. Coordinated appointments and communicated with case workers, adjusters, and employers to ensure seamless care.
- 6. Negotiated contracts with healthcare providers to enhance service delivery for workers' compensation cases.

EDUCATION

Bachelor of Science in Health Administration 📅 Jun / 2019 - Jun / 2020
University of Health Sciences 📍 Phoenix, AZ

Focused on health policy, management principles, and reimbursement processes.

SKILLS

Vendor Management

● ● ● ● ● ● ● ● ○ ○

Financial Acumen

● ● ● ● ● ● ● ● ● ●

Strategic Planning

● ● ● ● ● ● ● ● ○ ○

Emotional Intelligence

● ● ● ● ● ● ● ○ ○ ○

Crisis Management

● ● ● ● ● ● ● ● ○ ○

Interpersonal Skills

● ● ● ● ● ● ● ○ ○

INTERESTS

🎮 Gaming

👜 Fashion

🎬 Film

💻 Technology

STRENGTHS

⚖️ Fairness

↔️ Flexibility

➡️ Forward-thinking

❤️ Gratitude

LANGUAGES



ACHIEVEMENTS

- ★ Reduced claims processing time by 30% through streamlined procedures.
- ★ Successfully managed over 200 workers' compensation cases with a 95% resolution rate.
- ★ Implemented a return-to-work program that decreased employee lost time by 25%.