



HARPER LEWIS

Workers Compensation Coordinator

support@qwikresume.com

(123) 456 7899

Los Angeles

www.qwikresume.com

PROFESSIONAL SUMMARY

Accomplished Workers Compensation Coordinator with 10 years of extensive experience in managing complex claims and developing effective return-to-work strategies. Expertise in collaborating with multidisciplinary teams to ensure compliance with regulations while enhancing employee recovery and workplace safety. Dedicated to optimizing claims processes and minimizing workplace injuries for improved organizational outcomes.

WORK EXPERIENCE

Workers Compensation Coordinator

Jun / 2019-Ongoing

Blue Sky Innovations

Chicago, IL

- Managed the entire workers' compensation claims process, ensuring accurate verification of compensation and timely scheduling of appointments.
- Processed daily billing entries utilizing ICD-10 and CPT codes to ensure proper reimbursements from insurance carriers.
- Coordinated pre-certification and authorization processes for medical treatments, ensuring compliance with patient needs and insurance requirements.
- Prepared and submitted necessary medical forms for physician signatures, including Family Medical Leave and Disability paperwork.
- Maintained open lines of communication with patients, physicians, and staff to facilitate seamless information flow.
- Collaborated with medical professionals to assess and address patient service requirements effectively.
- Proactively addressed urgent medical care needs to ensure prompt referrals for injured employees.

Workers Compensation Coordinator

Jun / 2015-Jun / 2019

Cactus Creek Solutions

Phoenix, AZ

- Reviewed and validated CPT & ICD-10 codes for accurate billing of medical claims, ensuring compliance with industry standards.
- Engaged with employers and insurance adjusters to verify workers' compensation injuries and facilitate necessary care.
- Supervised EMR data entry processes, ensuring timely updates on claim statuses.
- Communicated with insurance companies to follow up on claim payments and resolve outstanding issues.
- Analyzed and resolved workers' compensation challenges, enhancing the claims process for all stakeholders.
- Coordinated with multiple healthcare providers to ensure comprehensive processing of workers' compensation claims.

SKILLS

Effective Communication



Technical Proficiency



Database Management



Client Advocacy



Research Skills



Process Improvement



INTERESTS

Podcasts

Language Learning

Dancing

Cycling

STRENGTHS

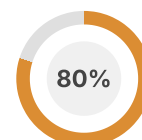
Intuition

Leadership

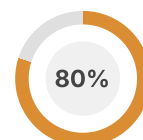
Listening

Mentorship

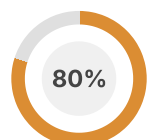
LANGUAGES



English



Swahili



Russian

ACHIEVEMENTS

Successfully reduced claim processing time by 30% through streamlined workflows and enhanced communication with stakeholders.

Implemented a return-to-work program that increased employee reintegration rates by 25%, improving overall productivity.