

Workers' Compensation Specialist (Part-time)

Location: Muncie

Why Join CIO?

Central Indiana Orthopedics has been proud to serve central Indiana for over 70 years. With offices in Muncie, Anderson, Marion and Fishers, CIO strives to be a trusted and preferred provider of orthopedic healthcare services for the communities we serve. Providing excellent orthopedic care while treating all people with dignity and respect is the core of who we are and what we do on a daily basis.

Employees enjoy a team environment with a focus on balancing their commitment to work life and home life. Additionally, eligible employees have access to excellent benefits which include:

- Consistent work schedules with no nights, weekends or major holidays
- Accrued paid time off
- Health, Dental and Vision insurance plans
- Company-provided life and long-term disability insurance
- A robust 401k retirement and profit sharing plan

What You Will Do?

This position will be 24 hours a week Monday-Wednesday 8:00-5:00

Individuals in this role are responsible for serving as a liaison between the employers/workers' compensation insurance adjusters, workers' compensation case managers, and the practice. This individual will be a workers' compensation expert for the practice to help ensure excellent patient care throughout the process and compliance with applicable laws while obtaining smooth and timely payment for services.

- Responds to all incoming calls pertaining to workers' compensation cases and confirms workers' compensation claims with employers and insurance companies.
- Directs patients in the workers' compensation process as needed and schedules patients with correct physician within the required time frame and completing workers' compensation verification guidelines.
- Assists physicians in completing medical record requests concerning workers' compensation cases.
- Proactively communicates with workers' compensation claims adjusters, employers, applicable staff, etc.
- Completes workers' compensation verification sheet ensuring the correct employer and workers' compensation carrier is on file for each case.
- Sends workers' compensation claims to insurance companies and ensures all information is verified and correct to obtain timely and accurate payment for services.



ciocenter.com
800-622-6575

What You Will Need:

Qualifications and Education Requirements

Minimum of high school diploma or GED required. An Associate's degree in business or a related field preferred. Previous experience in workers' compensation intake preferred.

Interested in joining our team? Please visit our [Careers portal](#) and create an account to submit your resume and information. If you have any questions, please contact hr@ciocenter.com.