

Claims/Administrative Representative

Investigates and processes workers' compensation claims involving medical care only, as well as provide administrative support to the claims department.

Under the direction of the Claims Manager, the Claims/Administrative Representative is responsible for determining compensability of medical claims per Iowa law and managing the claim start to finish including, setting the reserve levels, implementing appropriate benefits for the claimants and resolving issues on the claims. This position will also provide administrative assistance to the claims department including but not limited to copying and scanning claim related files. Excellent customer service is required for this position. Effective communication skills, both oral and written, is a must. Starting salary dependent on education and experience. Non-smoking office. EOE. Send resume and cover letter by February 28, 2019 to lisamart@iowaleague.org or mail to:

Human Resources
Iowa League of Cities
500 SW 7th Street
Des Moines, Iowa 50309