

# CORVEL

## Claims Assistant, New Orleans (Metairie) Branch

### Company Overview

Become part of CorVel Corporation's success story and work with one of the fastest growing companies in America! At CorVel Corporation, we are continuously seeking professional, motivated associates to join our team. We are a national provider of risk management solutions for employers and insurance companies, providing medical cost containment services and claims management to our clients.

### Job Description

Assist and support the claims staff in the set-up and administration of workers' compensation claims/case management and other tasks depending on the specific needs of the customers. Position is full-time during normal business hours (Mon-Fri from 8am – 5pm) and requires regular and consistent attendance in the Metairie office.

Position will include handling non-complex medical-only workers' compensation claims.

#### ESSENTIAL JOB DUTIES:

1. Receive and set up new claims; confirm policy coverage
2. Process mail, handle files, and input notes/diary entries in the claims system
3. Process payments, as needed
4. Process form letters, state forms and reports
5. Assist claims examiners with telephone calls and correspondence including provider, claimant and customer calls

#### KNOWLEDGE & SKILLS:

Strong work ethic, reliability, attention to detail, and integrity are essential. Excellent verbal and written communication skills and a positive, friendly, customer-service oriented demeanor required. Solid computer/technology skills required, including Microsoft Office. Ability to work independently and part of a collaborative team. Strong customer orientation.

EDUCATION: High school diploma or equivalent. College degree preferred.

EXPERIENCE: Six (6) months of service oriented office experience required. Knowledge of and experience in Louisiana workers' compensation is preferred.

#### To Apply:

Email cover letter and resume to: [Lesley\\_Beter@corvel.com](mailto:Lesley_Beter@corvel.com) with the subject line: (Your Name) Resume – Claims Assistant. No calls please.

*CorVel Corporation is an Equal Opportunity Employer. Note to Employment Agencies: Please do not forward agency resumes. CorVel Corporation is not responsible for any fees related to unsolicited resumes. Please note that CorVel generally does not respond to all applications/resumes submitted in response to postings due to the large number of responses.*