

Disability Claims Adjudicator 3

Role: 002WP3 - Disability Claims Adjudicator 3

About the Job:

As the Disability Claims Adjudicator, you will be responsible for making medical decisions of eligibility for Social Security Disability Insurance and Supplemental Security Income Benefits. In this position, you will provide services to disabled citizens of Indiana, by determining medical requirements for these benefits. As a Disability Claims Adjudicator, you will work closely with the staff physicians and psychologists on the interpretation of medical/psychological test results and severity ratings.

A Day in the Life:

The essential functions of this role are as follows:

- Review the disability report and determine the evidence needed to document medical and non-medical facts of record.
- Determine authorization for the purchase of medical records and special consultative examinations.
- Determine the eligibility for Presumptive Disability/Blindness payments to effectuate early receipt of cash benefits.
- Communicate the rights, responsibilities, and guidelines of the Social Security Disability Program to claimants, attorneys, medical community, and the public.
- Research Social Security Administration program references to determine severity ratings, residual functional capacity assessments, vocational assessments, and other case transactions.
- Analyze medical data in both paper and electronic format, many of which are scanned images of handwritten medical notes.
- Confer with clinical psychologists and physicians, assesses credibility of symptoms, assigns controlling weight of medical opinions and drafts residual functional capacity assessments.
- Prepare the final determinations of eligibility and write grammatically and technically correct notices of decisions.

The job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time.

What We're Looking For:

What You'll Need for Success:

The ideal candidate will have the following qualifications:

- Four years of full-time professional experience in the evaluation of applications or claims. The candidate must have a bachelor's degree.
- Extensive knowledge of and the ability to understand and apply the established principals, policies and guidelines of the Social Security Administration pertaining to case evaluation, program operation

procedures, Privacy Act, Freedom of Information Act, Social Security Rulings, court decisions, vocational rules, and internal business processes.

- Excellent organizational skills and the ability to quickly read voluminous documents in both paper and electronic format.
- Ability to use multiple computer programs, and key data accurately and efficiently.
- Ability to present ideas clearly and effectively, both written and orally, and to deal tactfully with others.
- Ability to research medical references, such as the Merck Manual, Physicians' Desk Reference, and Diagnostic and Statistical Manual of Mental Disorders.

This person must satisfy the following requirements to continue employment:

- Must successfully pass both the State background check and the Federal HSPD-12 credentialing process.

Supervisory Responsibilities/Direct Reports:

This role does not provide direct supervision to direct reports.

Difficulty of Work:

Each case is unique and contains various combinations of disease processes and functional restrictions. The Social Security Administration regulations require the Disability Claims Adjudicator to evaluate pain, assess credibility of the claimant's allegations and assigns controlling weight of the treating physician's opinions against the objective medical data. Due to these factors, equivocal federal guidelines and the combination of physical and mental impairments, the final decision is often judgmental and difficult. This individual is assigned various case types. Balancing this large workload with the complexity of the severity assessment/evaluation process is difficult.

Responsibility:

The most important decision is the final decision of eligibility for cash benefits. This final decision is required at the initial application and on reconsideration appeal. In addition, a decision as to continued eligibility is required on Continuing Disability Review Cases. Only a small random sample of final decisions will be reviewed before effectuation. All decisions regarding the processing of the Social Security Disability Insurance and Supplemental Security Income Claims are made independently. This includes case development, purchase of consultative examinations and final case decisions. A physician and/or psychologist co-signs the final decision of eligibility.

Personal Work Relationships:

During the processing of the claim, the adjudicator communicates the rights, responsibilities, and guidelines of the Social Security Disability Program to claimants, attorneys, medical community, and the public. A significant amount of communication is conducted by phone requiring excellent oral communication skills and active listening skills.

Personal Work Relationships:

This individual will be expected to partner with agency personnel and related stakeholders working towards completion of assigned functions. Exceptional customer service is provided to agency partners and/or the general public.

Partnership with relevant public agencies, federal, state & local governments and/or community leaders may be required.



Physical Effort:

This role performs work in an environment where sitting for extended periods of time could be expected.




Working Conditions:

This role performs work in a standard office environment.



Competencies

- Communicating Effectively
- Prioritizing and Organizing Work
- Critical Thinking
- Delivering High Quality Work



Last Updated (By and Date)

C. Rowley 12.7.22 (Rewrite Complete)