

WORK PROCESS SCHEDULE
CLAIMS ADJUDICATOR
O*NET /SOC CODE: 23-1021.00 RAIS CODE:

Definition: Adjudicates claims for benefits offered under governmental social insurance program, such as those dealing with unemployed, retired, or disabled workers, veterans, dependents, or survivors: Reviews and evaluates data on documents and forms, such as claim applications, birth or death certificates, physicians statements, employer's records, vocational evaluation reports, and other similar records. Interviews or corresponds with claimants or agents to elicit information, correct errors or omissions on claim forms, and to investigate questionable data. Authorizes payment of valid claims, or notifies claimant of denied claim and appeal rights. Reevaluates evidence and procures additional information in connection with claims under appeal or in cases requiring investigation of claimant's continuing eligibility for benefits. Prepares written reports of findings. May specialize in one phase of claim program, such as assisting claimant to prepare forms, rating degree of disability, investigating appeals, or answering questions concerning filing requirements and benefits provided. May be designated according to type of benefit-claim adjudicated. May act as consultant to board rating disability.

ON THE JOB TRAINING

The following outlines the on-the-job training for the occupation of Claims Adjudicator. The suggested related instruction, which supplements the on-the-job training, follows the on-the-job training outline.

	<u>APPROXIMATE HOURS.</u>
A. Conducting complete case examinations	1000
B. Evaluate technical issues such as jurisdiction	500
C. Obtain existing medical and lay evidence	300
D. Request appropriate evaluations needed to obtain medical evidence	400
E. Evaluate medical evidence as to quality and sufficiency per medical and legal guidelines	900
F. Research and interpret complex rules, regulations, policies, procedures and case law	1300
G. Assess residual functional capacity of individual impairments and combinations of impairments and applying those findings to vocational outlook scenarios	900
H. Generate clear, concise and complete rationales supporting all aspects of case determination	400

- I. Prepare understandable notices to claimants and their representatives explaining the basis for the determination and appeal rights 300

TOTAL HOURS 6000

RELATED INSTRUCTION OUTLINE

This related instruction (RI) outline identifies the courses that provide the theoretical background and the technical ability that supplements the on-the-job training. It is through the combination of both the on-the-job training and the related technical instruction that the apprentice can reach the **skilled level** of the occupation. The following outline is the course curriculum during the term of apprenticeship.

FIRST YEAR

<u>Core Skills</u>	<u>Approx. Hours.</u>
Program Orientation & Training Overview	10
Safety in the workplace	5
Computer training	8
Customer Service	3
Medicaid	2
Health Insurance Portability and Accountability Act (HIPAA)	2
Examiner Orientation – Social Security Act	4
Medical Terminology – Overview	8.5
Benefits for the blind	1.5
Onset, Duration, Periods of Coverage	8
Sequential Evaluation – Part 13 Work activity	1.5
Case Development	3
Documentation of Disability	2.5
Impairment Severity	2
Medical-Vocational Analysis- Introduction	3.5
Use of Dictionary of Occupational Titles (DOT)/ Occupational Information Network (O*NET) – Skills and Transferability – Introduction	10
Past Relevant Work (PRW) and Unsuccessful Work Attempts (UWA's)	3
Ability to do other work	3
Special issues and case types – Introduction	4
Using the Vocational Rules – Introduction	3
Disability Programs, Benefits Categories	2.5
Introduction to Function Forms:	30
Residual Functional Capacity (RFC)	
Mental Residual Functional Capacity (MRFC)	
Childhood Forms	

Adult and childhood rationales	4
Interpreter Issues	8
Language and format for listings and body systems	5
Body System – Adult Listings – Introduction	20
Musculoskeletal	
Special Senses	
Respiratory	
Cardiovascular	
Digestive	
Genitourinary	
Hematological	
Skin Disorders	
Endocrine	
Multiple Body Systems	
Neurological System	
Mental Impairments	
Neoplastic Disease	
The Immune System	
Childhood Disability – Childhood Listing – Introduction	6
Growth Impairments	
Musculoskeletal System	
Special sense and speech	
Respiratory	
Cardiovascular	
Digestive	
Genitourinary	
Hematological	
Skin	
Endocrine	
Multiple Bodies	
Neurological	
Introduction to Disability Law	10
Childhood Disability	4
TOTAL FIRST YEAR HOURS	180

SECOND YEAR

Core Skills	APPROX. HOURS.
Caseload determination – intermediate cases	24
Sequential Evaluation – Part 2	3
Researching online law libraries	10
Adult and childhood listings (Intermediate analysis)	20
Adult and childhood rationales	4
Medical-Vocational Analysis	4
DOT/O*NET – Skills and transferability (Intermediate cases)	5
Special Issues and Case Types: Following prescribed treatment and	4

Handling suicide-homicide cases	
Using the Vocational Rules (Intermediate cases)	3
Function forms – Intermediate	30
Residual Functional Capacity (RFC)	
Mental Residual Functional Capacity (MRFC)	
Childhood Form	
Reconsideration claims	2
Evaluating technical issues	10
Obtaining existing medical and lay evidence	5
Requesting consultative evaluations to obtain medical evidence:	5
Mental disorders	
Evaluating medical evidence for quality and sufficiency	15
Research rules, regulations, policies, procedures and case law	20
TOTAL SECOND YEAR HOURS	164

THIRD YEAR

Core Skills	Approx. Hours.
Case development – complex cases	32
Advanced appellate research techniques	10
Adult and childhood listings (advanced analysis)	20
Function forms – multiple impairments	30
Residual Functional Capacity (RFC)	
Mental Residual Functional Capacity (MRFC)	
Childhood Form	
DOT/O*NET – Skills and transferability (advanced)	5
Special issues and case types: Hardship, terminally ill and presumptive disability	4
Continuing Disability Review Claims	2
Evaluating complex technical issues: multiple issues	5
Obtaining existing medical and lay evidence: employers and Medical specialists	
Requesting consultative medical evaluations and diagnostics:	5
Cardiovascular and multiple bodies	
Evaluating complex medical evidence for quality and sufficiency	24
Advanced research of complex regulations and policies	16

TOTAL THIRD YEAR HOURS **153**

TOTAL PROGRAM HOURS **497**