

 <p>STATE OF INDIANA CLASSIFICATION SPECIFICATION</p>	<b>Class Title:</b> Disability Claims Adjudicator 3		<b>Class Code:</b> 002WP3
	<b>FLSA Status:</b> Non-Exempt	<b>Salary Schedule:</b> RDS	<b>Effective Date:</b> 7-19-13
	<b>Summary:</b> Incumbent is responsible for making medical decisions of eligibility for Social Security Disability Insurance and Supplemental Security Income Benefits. Incumbent provides services to disabled citizens of Indiana, by determining medical requirements for these benefits. Incumbent works closely with the staff physicians and psychologists on the interpretation of medical/psychological test results and severity ratings. Determinations are made within predetermined federal standards for accuracy and timeliness. Incumbent is the Bureau's experienced adjudicator and is required to make determinations of eligibility on all types of cases. Determination of eligibility is required not only on initial applications and reconsideration appeals, but also on the more difficult cases involving children's claims, age 18 redeterminations, continuing disability reviews, and court remand cases.		

**Duties:**

- Incumbent reviews the disability report and determines the evidence needed to document medical and non-medical facts of record;
- Authorization is made by the Adjudicator for the purchase of medical records and special consultative examinations;
- Incumbent makes the determination of eligibility for Presumptive Disability/Blindness payments to effectuate early receipt of cash benefits;
- Communicates the rights, responsibilities and guidelines of the Social Security Disability Program to claimants, attorneys, medical community and the public;
- Excellent phone etiquet requiring oral and auditory communications skills;
- Ability to research Social Security Administration program references to determine severity ratings, residual functional capacity assessments, vocational assessments and other case transactions;
- Incumbent analyzes the medical data which requires the ability to quickly read voluminous documents in both paper and electronic format, many of which are scanned images of handwritten medical notes;
- Incumbent confers with clinical psychologists and physicians, assesses credibility of symptoms, assigns controlling weight of medical opinions and drafts residual functional capacity assessments;
- Ability to use multiple computer programs, key data quickly and efficiently and simultaneously work with paper documents is essential;
- Incumbent prepares the final determinations of eligibility and writes grammatically and technically correct notices of decisions;
- Performs related duties as required.

**Job Requirements:**

- Advanced knowledge and the the ability to understand and apply established principals, policies and guidelines of the Social Security Administration such as sequential evaluation of cases, program operations procedures, Privacy Act, Freedom of Information Act, Social Security Rulings, court decisions, vocational rules and internal business processes;
- Ability to research medical references, such as the Merck Manual, Physicians Desk Reference and Diagnostic and Statistical Manual of Mental Disorders;
- Incumbent must possess excellent organizational skills and the ability to quickly read voluminous documents in both paper and electronic format, many of which are scanned images of handwritten medical notes is required;
- Excellent oral and auditory communications skills;
- The ability to use multiple computer programs, key data quickly and efficiently and simultaneously work with paper documents is essential.

**Difficulty of Work:**

Each case is unique and contains various combinations of disease processes and functional restrictions. The Social Security Administration regulations require the incumbent to evaluate pain, assess credibility of the claimant's allegations and assigns controlling weight of the treating physicians 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. Incumbents are 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:**

The incumbent communicates with a variety of individuals during the processing of disability claims. This communication is both by written correspondence and by telephone. The incumbent communicates with disability claimants, attorneys, representatives, doctors, psychologists, nurses, social workers, teachers, employers, vocational counselors and congressional offices.