

Donald Hodge, Jr.
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310-220-9194

Objective:

To obtain a position that utilizes my 15+ years of experience in the Workers' Compensation industry.

Professional Skills:

Computer Software - Microsoft Office 2013 (MS Word, Excel, Access, Outlook, Power Point), Internet Explorer, Google Chrome, Firefox. Office Automation – Typing/Data Entry 45-50 WPM, Comp IQ, Smart Advisor, Powertrack, Comp Advisor, Daisy Bill, Redbook, Ingenix , EAMS, EDEX, SpeedComp, Oracle

Employment History:

04/2015 – Present

Medical Cost Review – Encino, CA

Senior Hearing Representative / Bill Review Witness

- Attend lien trials, lien conferences & mandatory settlement conferences at the WCAB
- Analysis & value determination on Out of Network services
- File and serve documents for hearings
- Dictate hearing reports, letters and file assessments for clients
- Training lien specialists, examiners and clerical staff on lien procedures
- Testify at WCAB lien trials
- Negotiate lien settlements

01/2015 – 04/2015

Forza Lien, Inc. – Woodland Hills, CA

Senior Hearing Representative

- Attend multiple hearings at the WCAB
- File and serve documents for hearings
- Dictate hearing reports, letters and file assessments for clients
- Training lien specialists and clerical staff on lien procedures
- Maintaining a caseload up to 100 lien-only files
- Negotiate lien settlements

07/2001 – 01/2015

Zenith Insurance Company - Woodland Hills, CA

Senior Hearing Representative / Lien Specialist / Medical Management

- Attend multiple WCAB hearings
- Created internal DME, copy service and pharmacy bill review protocols
- Review medical bills per the official medical fee schedule
- Preparation of pretrial conference statements, trial briefs & answers to petitions for reconsideration
- Negotiate lien settlements & provide training to attorneys/hearing representatives regarding lien negotiation

Education:

06/1998

University High School - Los Angeles, CA (High School Diploma)

06/2007

Self-Insured Administrator's Examination Certificate (SIP)

09/2007

Workers' Compensation Claim Administration (WCCA)

05/2008

Workers' Compensation Claim Professional (WCCP)