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# Example of Analyst, Claims Job Description

Our company is growing rapidly and is looking for an analyst, claims. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for analyst, claims

* Close cooperation and coordination with Shared Services regarding Proportional Claim Events and Cash Losses, coordination of combined payments
* Process FSA/QME/PRA claims
* Review submitted claim forms and documentation for accuracy and completion
* Requests additional information as needed, utilizing system-generated correspondence
* Enter new claims for payment
* Handle administrative processes related to claims
* Assists with month end reports
* Serve as peer mentor to associates, reviews work of Associates
* Coordinate and manage cyclical Health & Welfare maintenance letters and all administrative steps associated with the processes
* Assist the service center and client teams with resolving participant issues, concerns and inquiries

## Qualifications for analyst, claims

* Fully bilingual (French/ English) an asset
* Support the development of business cases including benefits identification, RFI/RFP and service level agreements with vendors/suppliers consistent with technology
* Proficient in French is an asset
* Must have or be actively working toward LOMA or ICA courses in order to obtain the FLMI, ALHC or FLHC designations
* Bachelor's Degree or pending Degree in a Technical area of study including Finance, Mathematics, Industrial Engineering preferred
* Intern work experience or be able to describe real-world application of data and analysis projects from school