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# Example of Claims Adjuster Job Description

Our company is searching for experienced candidates for the position of claims adjuster. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for claims adjuster

* High School equivalency, bachelor’s degree in a related discipline is preferred
* Interview with claimant and witnesses gather information police and hospital records, estimates to determine injuries
* This position reports to the Unit Manager
* Claims handling experience and working knowledge of auto and mortgage Lender placed or Force placed Insurance preferred
* Develop and maintain knowledge to moderate level of medical terminology and demonstrate translation in to layman terms on a day to day basis
* Evaluate medical claims that suspend within the Medical Claims System utilizing EmblemHealth’s PPO proprietary conventional coding structure
* Utilizing Claims Operation’s C-More Adjudication Guidelines portal, reference QA memorandums, training guidelines, departmental memos, PRG’s, and apply business rules to claims as instructed for adjudication
* As necessary, manually price claims utilizing the appropriate rate files while considering the provider’s network and the beneficiary’s insurance policy
* As needed, access PPO’s PC Helper applications such as CWI-Viewer Application, Anesthesia Calculator, PC History Look-Up and any other helper application developed by GHI to support claims processing
* Perform any projects delegated by claims supervisor

## Qualifications for claims adjuster

* Knowledge of auto insurance
* Healthcare knowledge a plus (but not required)
* Automotive Technical Abilities / hands on Technician experience
* Automobile Servicing / Repair Experience
* Self-motivated team player with good communication skills (verbal and written)
* Excellent decision making, negotiation and conflict resolution skills