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# Example of Claims Associate Job Description

Our innovative and growing company is hiring for a claims associate. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for claims associate

* Participate in user acceptance testing (UAT) activities to ensure business and system requirements are met
* Responsible for assigned inventory of files with recovery
* Processes invoices for various vendors involved in recovery, including attorneys, special investigators, medical experts
* Processes checks received from adverse parties/payees for payment
* Responsible for filing, faxing, photocopy, scanning and other general office functions
* Processes assigned claims and determines benefits due pursuant to the client contract
* Process subrogation files
* Handles claim files (locates/requests files, files paperwork, moves misfiled documents, sends to other offices)
* Investigates claims by determining applicable policy coverage, evaluating damages, and settling assigned claims
* Communicates with clients via telephone to set up new claims and obtain necessary information

## Qualifications for claims associate

* Is able to manage own workload and determine urgency in a meaningful and practical way in order to meet business requirements and timescales
* Flexible, with a friendly, positive and willing attitude to working and learning
* Changes focus quickly as business needs change
* Previous experience of training, supporting, mentoring others
* Minimum requirement is GCSE in English and Maths
* Good computer and keyboard skills