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# Example of Claims Clerk Job Description

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

## Responsibilities for claims clerk

* Identification of First Notices of Loss and priority legal documents ensure delivery to the appropriate claim handling unit
* Research claim systems to ensure accurate and appropriate new loss registrations
* Verify system policy existence or request policy documents as per instructions
* Provide agents/producers/brokers with status
* Answer customer service inquiries
* Maintain logs, databases or spreadsheets as needed
* Perform other job related duties as dictated by business needs, as determined by management
* Creates claim file by inputting initial loss report information into the various data systems
* Performs a variety of clerical duties such as answering telephones, taking messages, and sorting and filing mail and correspondence, and data entry
* Adheres to federal and state regulatory and/or company plan requirements and established FMLA workflow procedures

## Qualifications for claims clerk

* High school degree or equivalent with at least one year related experience
* Organization of work flow and data
* Must be able to work in the United States without employer sponsorship
* Comprehension of medical billing and coding methods
* PC Skills, ability to build spreadsheets and format reports in Excel
* Ability to follow up and meet deadlines