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# Example of Claims Clerk Job Description

Our company is growing rapidly and is hiring 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

* This will include registering various claim types, update and maintain data within the claims systems
* Utilize Apollo or Work View imaging system to manage claim documents
* As instructed by Claims Operation Management support claim registration process with preparation and delivery of new claim acknowledgements
* Verify accuracy of all clams coding prior to registration in the correct claim system
* Obtain policy information from Underwriting and provide to claims technical staff
* Telephonic or written response to provide requested information
* Prepare claim file and comments package for attorney in preparation for litigation
* Provide back up for critical, time sensitive deadlines
* Maintain and strengthen claims processing and system knowledge through constant research and exploration of claims operating systems and associated data banks
* Identify and develop process improvement opportunities

## Qualifications for claims clerk

* Must be able to proactively work within team structure providing assistance to team leader and claim handlers on task specific requests
* Must be able to utilize PC systems in a paperless environment
* Must exhibit good communication skills, both verbally and written, with customers in-house personnel, and claim file parties
* Proven ability in planning, prioritizing, and organizing diverse workload
* Works in Homeowner Subrogation Department, processes spreadsheets, creates reports
* Two (2) years experience in healthcare preferred