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# Example of Claims Coordinator Job Description

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

## Responsibilities for claims coordinator

* Managing a case load of suspect claims through to conclusion, including agreeing and arranging settlement with policy holders and their appointed representatives
* Ensuring relevant material misrepresentations are referred to Claims Underwriters
* Advising underwriters of any appropriate action required in respect of policies following claims investigations
* Accurately recording fraud savings
* Provide assistance to management to develop techniques to enhance detection and prevention of fraudulent claims
* Act as claims point of contact (both internal and external) for Household fraud matters
* Preparation of statements and evidence packs for proven fraudulent claims for referral to IFED
* Assist in preparing and delivering fraud training
* Ensure suspect claims are run through relevant databases
* Understand referral processes, referral criteria and authority levels, and ensure these are strictly followed

## Qualifications for claims coordinator

* Excellent interpersonal skills necessary to handle sensitive and confidential information, and to interact with a diverse patient population, providers and staff
* Strong PC and software application skills
* Advanced analytical ability is required in order to gather and interpret data , and resolve moderately complex problems
* Post high school education with emphasis on business-related skills and/or technical, electric or gas utility experience beneficial
* Knowledge of health/managed care insurance claims which reflect knowledge of institutional/professional claims and Correct Coding initiative
* Pharmacy Technician with ARx experience required