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# Example of Claims Examiner Job Description

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

## Responsibilities for claims examiner

* Conducts investigation to determine if application is for compensable crime, and to determine applicant's eligibility for compensation
* Reviews medical reports, law enforcement investigative reports, mental health provider's treatment plan or session notes, witness and applicant voluntary statements, and any other pertinent documents to determine whether these documents substantiate crime
* Obtains additional necessary information by contacting directly or corresponding with applicant, witnesses, law enforcement, victim advocates, criminal justice personnel, employers and medical and mental health providers
* Determines denial of application for cases that do not meet statutory eligibility or are fraudulent
* Process complex claims in various queues
* Process claims, involving communications with participating plans and/or Service Units
* Periodic overtime may be required at the sole discretion of the employer based on business need
* Communicate and interact effectively and professionally with co-workers, management, customers
* Analyze accidental death reports for life claims, , accident reports, medical examiner reports, toxicology reports
* Managing key claims handling enquiry

## Qualifications for claims examiner

* Some college courses or related field preferred
* Must have at least two (2) year claims processing or related experience
* Must be able to type at least 40 WPM accurately and know 10 key by touch
* Must have working knowledge of word processing and spreadsheets preferably in Microsoft Word and Excel
* Must be able to draft business letters
* Must be able to prioritize job duties and be detail oriented