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# Example of Claims Support Job Description

Our growing company is searching for experienced candidates for the position of claims support. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for claims support

* Determines and assigns incoming claims to appropriate Central Property Claims Unit (CPCU) and/or Personal Property Claims Unit (PPCU) adjusters
* Follows procedures to reassign, void, create EDI report when needed
* As assigned, may conclude minor claims within limit of authority as assigned and supervised by management
* Assists Property Claims department with chargeable expenses and creates associated drafts and letters to accounting to ensure the applicable expenses are allocated back to the appropriate claims files
* Fully engages in customer focused training
* Coaches and mentors new hires to enhance their skills, knowledge, and effectiveness as Claim Specialists
* Assesses and provides information, trends, and observed behaviors of assigned team members to the STD Unit Leader
* Accesses systems
* Assigns Subrogation Losses to Adjusters
* Does Subrogation Billing

## Qualifications for claims support

* Exposure to management level would be ideal
* Able to handle high volume of work with speed and accuracy
* Knowledge of health care terminology and medical claims processing
* Knowledge of CMS1500, UB04, UB92 and ADA Dental claims processing procedures
* Knowledge of HIPAA and other statutes and regulations concerning privacy and security of medical information
* Knowledge of conventional data information systems