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# Example of Claims Job Description

Our growing company is hiring for a claims. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for claims

* Develop a strong relationship with the Reinsurance Carriers, Reinsurance Brokers, Actuaries, Captive Manager and other external parties
* Develop trending analysis/reports on losses and incident
* Attend Depositions, Mediations and Trial when required
* Travel throughout Indiana and Illinois where facilities are located
* Facilitate the management of open claims with defense counsel
* Review claim files for appropriate billings and actions by defense counsel
* Document all communication between internal and external parties to maintain a completed claim file
* Work with associates at each community to ensure a prompt response and resolution of each incident
* Investigate claims by collecting pictures, statements, contracts, leases, to provide a complete record to claims adjuster for review and resolution
* Serve as system owner and relationship manager for the risk management information system

## Qualifications for claims

* A high level of analytical skills is necessary
* Previous coaching experience is required
* In-depth knowledge of claims files handling, investigation and settlement processes and procedures
* Manages and develops a team focused on meeting or exceeding established performance targets
* 5 years claims management required, ideally with a health maintenance organization or health insurance carrier
* Ensures execution of claim handling strategies