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# Example of Disability Claims Job Description

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

## Responsibilities for disability claims

* Controls expenses to meet the Branch Claim budget, & keeps expenditures to a minimum
* Assists in establishing Branch Claim office objectives supportive of Home Office Claim & corporate objectives
* Provides assistance in the selection & evaluation of vendors (i.e., defense attorneys, medical examiners, independent adjusters, & auto appraisers)
* Services TPA accounts as required
* Operates, inputs & retrieves information using the Focus System & Claim Workstation
* May assist in the training of staff in the operation & uses of the automated Focus System & Claim Workstation
* Keeps Service Center Manager informed verbally & in writing of activities & problems within assigned area of responsibility
* May be assigned to provide guiAbility to gather/analyze information from multiple sources to make decisions
* Developed knowledge and skills in a variety of work processes through formal training and considerable work experience
* Developed the skills to be responsible for analyzing disability claims, understanding rider language and determining appropriate claim requirements based of a claim’s facts

## Qualifications for disability claims

* Responsible for applying appropriate risk management strategies, which will impact on the company’s financial results, reputation and regulatory risks, client relationships, and business retention
* Previous experience processing disability claims
* Monitors other sources of income that coordinate with Short Term Disability Benefits
* Broad knowledge of Disability products, philosophies, processes and markets, product marketing and distribution is strongly preferred
* Minimum of 2 years disability claims management experience and knowledge of disability claims payment systems preferred
* Knowledge of Claims coverage and case management procedures required