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# Example of Insurance Associate Job Description

Our company is looking for an insurance associate. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for insurance associate

* Make outbound calls to potential members to clarify missing or incomplete information
* Utilize Center for Medicare and Medicaid’s (CMS) MARx system to verify eligibility and research beneficiary demographics
* Key membership elections and enrollment applications into ikaMedicareGateway system
* Update demographics and other membership information from paper correspondence and telephone call documentation
* Make outbound calls to health plan members to clarify missing or incomplete information
* Research incomplete and missing information by utilizing several internal systems such as PRISM, MARx, ikaMedicareGateway and Content Manager
* Update member demographics and track members through the Out of Area Process
* Identify complex or out of compliance cases for escalation
* Perform quality check of pending membership correspondence for completeness and accuracy
* Other duties related to membership as assigned

## Qualifications for insurance associate

* Demonstrated proficiency with electronic tax research tools such as RIA and CCH, and MS Office applications such as MS Word, MS Excel, MS Outlook, and MS PowerPoint preferred
* External audit experience preferred
* 2 to 6 years of professional level accounting experience required
* CPA license in good standing is preferred
* Ability to travel to client site for engagements required
* University degree or work equivalency