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# Example of Insurance Claims Adjuster Job Description

Our growing company is searching for experienced candidates for the position of insurance claims adjuster. 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 claims adjuster

* Reads, analyzes and interprets insurance policies and endorsements, applicable state and local statutes, case law, bulletins/decisions and applies to claims situations
* Orders police reports and other records from ISO database and other sources to determine facts and prior accident information
* Determines responsible parties and makes decisions regarding Company liability, questions of fraud or other pertinent issues
* Orders bills and reports from medical providers of injured parties, and medical histories as needed
* Examines and reviews potential subrogation claims and pursues subrogation according to Company guidelines
* Prepares files for arbitration
* Takes recorded statements as needed
* Attends mediation on appropriate files
* Assists in first and third party litigation
* Handles claims on minor children and wrongful death including those sent to outside counsel

## Qualifications for insurance claims adjuster

* Superior attentiveness to detail and accuracy
* Excellent writing skills for communication purposes
* Proficient use of Microsoft Word, Excel, Outlook, and One Note
* Experience billing Health insurance claims, for example, Kaiser, Medicaid, various State Agencies, Commercial Insurance, etc
* Experience in the Health Insurance Arena (including billing of services via claim form, verification of insurance benefits, review of complex issues, experience in denials and appeals, payment entry and payment reconciliations
* 3-5 years’ experience as a Life Insurance Claims Adjuster is required