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# Example of Insurance Claims Job Description

Our growing company is looking for an insurance claims. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for insurance claims

* Monitor and identify risk points that could be improved in order to reduce size & frequency of claims
* Accuracy and completeness of patient accounts for billing and follow-up of healthcare claims to ensure timely claim adjudication in accordance with Renown policies and healthcare payor rules and regulations
* Review, evaluation and submission of additional documentation to payors that do not accept electronic claims or require special handling
* Assists with the development and coordination of loss control activities and compliance with federal and state laws and regulations
* Facilitate individual claim conference calls between client and carrier for claim updates/strategy recommendations/settlement authority
* Review and reconcile mortgage insurance curtailment charges for validity
* Identify applicable delays caused by foreclosure / bankruptcy counsel and / or third party servicers / subservicers
* Analyze servicing notes, attorney chronologies, loss mitigation plans, state laws, moratoriums, regulations, and LPS Desktop hold/re-projection histories, to determine servicing delay causes and responsible parties
* Draft and submit warranted loan-level appeals (requesting curtailment reimbursement), and prepare supporting documentation files
* Negotiate with mortgage insurance companies, third party servicers, or GSE’s, if applicable, upon receipt of appeal denials

## Qualifications for insurance claims

* ICIBS
* Bachelor's Degree (or the equivalent) with emphasis in a related field
* Utilize and/or establish analytics, metrics and benchmarking through multiple sources to evaluate loss trends and cost of risk to prioritize resources
* Must be 18 years or older and have a High School Diploma or GED required
* 2 year degree in Human Resources, Legal or closely related field
* Acceptable experience may be substituted tor the education requirement on a year for year basis