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# Example of Insurance Clerk Job Description

Our growing company is searching for experienced candidates for the position of insurance clerk. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for insurance clerk

* Prepares policy files for processing
* Reviews policy applications, forms and supporting documentation for completeness and accuracy
* Responsible for data entry and processing standard policy and claim requests by following standard screens and procedures to perform tasks
* Corrects system errors
* Resolves routine questions and problems, refers more difficult to higher levels
* Completes team-s administrative support duties
* Follows standard procedures and guidelines
* Prepare statistic report for management
* Open mail, separate, scan and route to appropriate bin
* Prepare and index daily correspondence

## Qualifications for insurance clerk

* Meets productivity and QA standards
* Processes orders, prepares correspondence, and fulfills customer needs to ensure customer satisfaction
* Works collaboratively with others, shares best practices, and assists teammates with work
* Analytical ability and good judgment in evaluating Statement of Health submissions
* Work with confidential files
* Must have experience working with Michigan Medicaid