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# Example of Manager, Claims Job Description

Our growing company is hiring for a manager, claims. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for manager, claims

* Interacts with internal departments, Health Plans, providers and with any external contracted companies ensuring compliance with all current legislation
* Creates weekly and monthly claim metric reports for management and health plans
* Assist in analyzing reports prior to claims released to payment on check runs
* Oversee the appeal/review function and perform level III appeals
* Provides support to Network Services in resolving provider claim queries
* Responsible for coordinating Health Plan claim audit requests and reviewing audit results for accuracy
* Conducts business in compliance with the corporation’s Code of Business Conduct
* Performs 90 day reviews and annual evaluations of appeal/review and special project examiners
* Develop and execute the claims center performance quality programs
* Drive, monitor and report on service and adjudication consistency in handling claims processes and procedures

## Qualifications for manager, claims

* Ability to work on own initiative and a “self starter”
* Experienced in the use of Word, Excel and Outlook
* Excellent planning and organisational skills with proven experience of prioritising a pressured workload
* Demonstrated supervisory experience required, managing a claim operation preferred
* Minimum of 5 years’ experience in worker’s compensation claims adjusting or claims management
* Must be willing to travel as needed, but no more than 10%