



Example of Analyst, Claims Job Description

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Our company is growing rapidly and is looking to fill the role of analyst, claims. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for analyst, claims

- To analyse claims data to identify incorrect costs and to devise methods for controlling or eliminating them
- To assess and pre-authorise high cost repairs
- In assessing claims, check for valid parts and labour usage and, where necessary take up any anomalies with the depot staff, involving more senior people where necessary
- Processing of any Customer Parts warranty claims received at Depot level
- Evaluate new and ongoing claims to determine liability, giving consideration to contract provisions, disability management duration contract guidelines, medical evidence and vocational evidence
- Investigate questionable claims
- Determine need for additional medical information
- Perform periodic follow-ups to verify continued existence of a disabling condition
- Respond to telephone and written inquiries from Claimants, Attorneys, Physicians and Policy Holders
- Update and maintain accurate records on electronic processing system

Qualifications for analyst, claims

- Knowledge of CPT, ICD, RBRVS, and other applicable references
- Demonstrated knowledge of both mainframe and personal computer

- Experience working in corporate setting in reverse logistics field is preferred
- Must have strong work ethics and ability to complete task on time
- Must be self-motivated and be able to work under pressure in fast paced environment