Example of Claims Examiner Job Description

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Our innovative and growing company is hiring for a claims examiner. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for claims examiner

- Process claims involving medical and/or surgical services
- Apply administrative policies when necessary, utilizing the claims processing manuals
- Authorize the generation of letters / questionnaires to providers to obtain additional information
- Review descriptions of services on claim to determine validity of charges or the presence of errors
- Evaluate and examine claims pended by the system due to contractual and/or payment discrepancies
- Maintain production and quality goals established for the department
- Makes Coverage Decisions based upon SFIP and FEMA language and rules
- Reviews System work queues, promptly enters or updates data into System in compliance with established processes
- Adjudicates moderate to highly complicated Payment Protection claims and determines if benefits are payable or not
- Prepares letters and requests any information needed to make a determination on claims from insurance carrier, family, claimant, physicians, employers, and others

Qualifications for claims examiner

- Negotiate with plaintiff attorneys, insurance companies, to settle vehicle and/or personal injury claims within your individual authority limits

- Monitors the medical treatment of claimants
- Teamwork - Rating is based upon individual contribution to both the group and the goals of the group
- Support Supervisors/Manager with Reports, Special Processes