



Example of Claims Specialist Job Description

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Our innovative and growing company is looking to fill the role of claims specialist. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for claims specialist

- Reviews and evaluates a complete claim file in order to prepare and file proper arbitration filings with strong arguments and proper evidence
- Evaluate claim for potential fraud and work with Special Investigations Unit
- Timely analyze information in order to evaluate assigned claims to determine the extent of loss, taking into consideration contributory or comparative negligence
- Handles property/inland marine claims for assigned region with availability to assist as needed in all other regions
- Evaluates and settles property-related damages (primarily) between \$25,000 and \$100,000 (aggregate)
- Handles typical Business Income losses
- This position will join the LLU as part of the corporate catastrophe team
- Responsible for all coverage determinations, negotiations, reserving and settlement within established authority
- Provides coverage and/or estimating assistance to regional CMS' as may be required by management
- Responds to all legal, regulatory or appeals situations or requests

Qualifications for claims specialist

- Relevant professional qualification (ACII/FCII/CILA)
- Two – three years of claims operational experience
- Minimum 1-year previous customer service or collections experience

- Strong computer knowledge is required including word processing (MS Office, Outlook, Excel)
- Knowledge of State Medicaid and Federal Disability programs is a plus