



Example of Disability Claims Job Description

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

Responsibilities for disability claims

- Intake and Processing of Family & Medical Leave Act (FMLA) standalone claims (related to childcare, family member illness/injury or employee illness/injury not associated with a Group Disability claim)
- Provides training, guidance, and assistance to field personnel
- Manage through front line claims managers
- Analyze the changing pattern of disability claim incidence/leaves and recovery patterns within assigned products and take corrective action to manage both within acceptable tolerances
- Ensure all areas are appropriately staffed
- Ensure appropriate service is provided to corporate customer representative
- Oversee the installation of business, including setting of staffing levels (in conjunction with unit managers), review of plan and identification of key issues
- Accountable for staff development by identifying developmental needs, QA trends, and opportunities and working with staff throughout development and appropriate training
- Implements new and revised policies and procedures, including ensuring operational compliance with federal/state requirements as applicable
- Performs additional duties and/or is assigned special projects as requested and operationalizes these projects in assigned unit as appropriate

Qualifications for disability claims

- Requires a high school diploma or its equivalent with at least 5 years of

- Bachelors Degree and 10 or more years of experience in the managing multiple lines of claims area
- Bachelor's degree with 1+ years of experience preferred, but not required, or a high school diploma or equivalent with 3+ years of related work experience
- Five or more years of progressive experience as a Claim Technician, or the equivalent, demonstrating the technical expertise to handle the most complex cases with a high degree of judgment & discretion
- Physical requirements are those of light or sedentary work, exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects