
Disability Case Manager Resume

Job Objective

To obtain Disability Case Manager Position with an established company where I can further boost my career in this field.

Highlights of Qualifications:

- Admirable experience to work with disable individuals as per state and federal laws
 - Exceptional knowledge of medical terminology
 - Operational knowledge of Microsoft Office applications
 - Ability to maintain competency in performance
 - Ability to manage multiple task and prioritize work
 - Remarkable communication skills in both oral and written forms
 - Ability to provide exceptional customer services
 - Proficient work on flexible schedule
 - Familiarity in interpreting all policies
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Professional Experience:

Disability Case Manager
Highmark Inc., Bennington, NE
October 2008 – Present

- Prepared reports and presented it to senior disability manager.
- Ensured optimal utilization of external resources and materials.
- Provided accommodations for personnel on return from disability leave.
- Maintain confidentiality of all medical information of clients.
- Coordinated with Case Manager and implemented accommodation processes.
- Participated in educational seminars for various disability topics.
- Assisted to resolve all disability case issues efficiently.
- Administered and obtained all medical information.

Disability Case Supervisor
HM Life Insurance, Bennington, NE
August 2003 – September 2008

- Analyzed all training requirements for administrative staff.
- Monitored everyday workflow efficient.
- Supervised operation claim according to client requirement.
- Prepared statistical information for clients.
- Evaluated all individual claims and provided appropriate feedback.
- Ensured compliance to all guidelines and client instructions.

Disability Case Examiner
Liberty Mutual, Bennington, NE
May 1998 – July 2003

- Collaborated with claimant and physician and analyzed all medical requests.
 - Monitored all customers and claimants for optimal customer services.
 - Managed all health and welfare deductions accurately.
 - Evaluated all medical resources and prepared summaries.
 - Participated in various meetings and maintained standards.
 - Provided training for all medical and financial procedures.
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Education:

Bachelor's Degree in Multidisciplinary Human Services
Williams College, Williamstown, MA
Master's Degree in Social and Community Services
Florida Atlantic University, Boca Raton, FL

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