
Disability Support Resume

Job Objective

Seeking a position as Disability Support with an organization where I can utilize my skills and be an asset to the employer.

Summary of Qualifications:

- Profound knowledge of medical management practices and Social Security application procedures
 - In depth knowledge of disability duration and medical management practices and social security application procedures
 - Excellent PC literate, including Microsoft Office products
 - Exceptional ability to meet and exceed Performance Competencies
 - Immense ability to work in a team environment
 - Superior organization and interpersonal skills
 - Excellent oral and written communication
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Work Experience:

Disability Support, August 2005 – Present
White, Inc., Fort Myers, FL

- Analyzed and approved assigned claims and benefits due pursuant to a disability plan.
- Determined benefits due, made timely claims payments and adjustments for workers compensation, Social Security Disability Income (SSDI) and other disability offsets.
- Managed medical disability claims ensuring compliance with duration control guidelines and plan provisions.
- Communicated with claimant and client regarding all aspects of claims process either by phone and written correspondence.
- Informed claimants of documentation required to process claims, required time frames, payment information and claims status either by phone, written correspondence and claims system.

Disability Support, May 2000 – July 2005
Nitro Corporation, Fort Myers, FL

- Coordinated investigative efforts assuring appropriateness and provided thorough review of contested claims.
 - Provided independent medical evaluation, functional capability evaluation and related disability activities.
 - Referred cases appropriate to supervisor and management.
 - Maintained professional client relationships.
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Education:

Bachelor's degree in Rehabilitation Counseling, Marietta College, Ohio, OH

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