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## Insurance Claims Processor Resume

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### Job Objective

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Obtain work as Insurance Claims Processor.

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### Highlights of Qualifications:

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- Substantial experience in processing commercial insurance claims
  - Operational knowledge of establishing professional office for insurance claim processing
  - Deep knowledge of annuity and life systems namely Capsil, Alis, AS400, Vantage, ISA and Life 70
  - Solid understanding of terminology applicable in general and medical insurance
  - Familiarity about precise computer based applications
  - Ability to adjust and perform in inconsistent team environment
  - Ability to plan, organize and implement workflow during formulating goals
  - Ability to verify specific details on policies
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### Professional Experience:

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Insurance Claims Processor  
TMG Health, Inc., Chico, CA  
August 2007 – Present

- Evaluated benefit insurance claims and processed payments for applicable claims.
- Responded and analyzed queries related to claim applications, payment procedure, denial reason and deductible amounts.
- Ensured received information from all sources is complete and accurate.
- Analyzed and verified data received for claim application and related documents.
- Ensured company records were validated and claim approval.
- Conversed with insurance agents and claimants to investigate questionable statements.
- Inspected clarity and completeness of documents and processed medical insurance claims.
- Assisted customer to update on their claim status.

Insurance Claims Processor  
Olathe Health System, Chico, CA  
May 2004 – July 2007

- Gathered important information and updated claimants' records accordingly.
  - Interacted with claimants, customers and shop owners as required.
  - Prepared, arranged and maintained reports for review and appraisals.
  - Secured important details about accidents and accessed liability.
  - Negotiated financial aspect, arrived at settlement and updated clients and claimants about final decisions.
  - Supported claims department with clerical tasks comprising work lists on routine basis.
  - Ensured backlog reports prepared on weekly basis was complete and cross-linked with related correspondence.
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### Education:

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Associate Degree in Business Administration  
Honolulu Community College, Honolulu, HI

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