
Insurance Claims Processor Resume

Job Objective

Obtain work as Insurance Claims Processor.

Highlights of Qualifications:

- 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
-

Professional Experience:

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.
-

Education:

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

[Build your Resume Now](#)