

Objective

Experienced professional with demonstrated leadership and team-building skills, recognized for excellent integrity and personal initiative. Strong ability to motivate others utilizing communication.

Skills

Claims Adjuster, Receptionist, Clerical.

Work Experience

Claim Representative III

ABC Corporation - September 1991 – March 2015

- Adjusted claims for Auto, Personal Injury and small Homeowner losses Taking first notice of loss.
- Review and analyze information to determine the companys liability under a policy contract.
- Negotiation to settle liability according to comparative negligence rule.
- Deny claims bases on sound claims judgment. Making initial contact via phone or letter to all involved parties.
- Personal Injury claims - Review medical bills and reports to determine the relation to losing.
- Send bills to be reviewed and reduced per Pa Act 6 law and make payments within the 30-day guideline.
- Ordered peer review and or insurance medical exams to determine reasonable/necessary treatment.

Claim Representative

ABC Corporation - 1988 – 1991

- Managed extensive telephone contact with insurance carriers for claim payment or adjustment.
- Reviewed insurance policies to determine coverage.
- Prepared insurance claim forms and related documents and reviewed for completeness.
- Organized and worked with detailed office records using computers to enter, access, search, and retrieve data.
- Transmitted claims for payment or further investigation.
- Contacted insured or other involved persons to obtain missing information.
- Served as benefits analyst on behalf of patients, and verified and validated information from employers and insurance companies..

Education

- (UPPER MORELAND HIGH SCHOOL - Moreland, PA)