

Claim Representative

ROBERT SMITH

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Alabama.

Objective

Accomplished professional with diverse experience as a Claim Representative poised for transition to excel in a Manager position Offer outstanding team leadership, management and coordination.

Skills

Insurance, Communication Skills.

Work Experience

Claim Representative

ABC Corporation - February 2008 - January 2015

- Revised, developed, organized and updated reports and forms for the claims environmental department.
- Managed and helped to negotiate timely claims payments and settlements in accordance with jurisdictional and fair claim practice requirements.
- Developed, managed and organized various projects to benefits the department where claims are recognized quickly by claim date.
- Organized and reviewed claims files in preparation for in arbitration, dispute liabilities, and investigated/evaluated claims.
- Assisted in training staff on new technologies and software that linked data to projects.
- Service the claims need of customers, including, insured, claimants, broker, etc.
- Investigated, evaluated and assessed property damage, personal injury, and personal loss.

Claim Representative

Multimed Billing - 2007 - 2008

- Process incoming Prehospital Care Reports.
- Process Assignment of Benefits forms.
- Incoming/outgoing calls -Insurance companies or patients.
- Preps bills and appeals for outgoing mail.
- Process incoming mail/faxes Pending verification work flow - santias.
- Provide backup to fellow employees.
- Billing Medicare, Medicaid, Auto & Health Insurance.

Education

MBA in Business Management / Organizational and Leadership - (New Jersey City University, School of Business - Jersey City, NJ)