

ROBERT SMITH

Assistant Claims Investigator

info@qwikresume.com | <https://Qwikresume.com>

To be working in a job locally that has stability and a professional environment.

SEPTEMBER 2001 - NOVEMBER 2005

ASSISTANT CLAIMS INVESTIGATOR - ABC CORPORATION

- Investigated workers compensation and third party liability claims to determine recovery potential for health care providers.
- Worked with automobile, workers compensation, and third party insurance adjusters to obtain information crucial to the recovery process.
- Capable of prioritizing and handling large caseloads.
- Evaluated files using various tools to identify potential third party payers.
- Possesses problem solving and decision making abilities.
- Interviewed involved parties, established facts, and identified paid claims to determine where recovery potential exists.
- Managed distribution of over claims per day, comprising of three separate.

1997 - 2001

CLAIMS INVESTIGATOR - DELTA CORPORATION

- Managed and helped defend cases for physicians and health care entities facing malpractice claims Met with doctors regarding their cases and provided.
- Handled all workers compensation claim presented by employees of the city government.
- This required investigation, form completions, reporting to LA Office of W/C, paying of medical bills, contact with Medical Professionals, .
- Responsible for investigation of potential and existing claims.
- Provide expertise or general claims support by reviewing, researching, investigating, negotiating, processing and adjusting behavioral health claims .
- Investigate commercial liability and Workers Compensation claims.
- Successful completion of investigations that led to favorable claim decisions.

EDUCATION

Bachelor of Science in Mass Communications - (SOUTHERN ILLINOIS UNIVERSITY
- Edwardsville, IL)

SKILLS

Excel, Recruiting, Payroll, Switchboard, Outlook.