

Insurance Claims Assessor Job Description

- Obtaining all necessary information on claims for the purpose of completing processing
- Uncovering fraudulent claim scheme
- Assisting underwriters and insurance agents in the field to investigate claims and determine the cost and extent of damages
- Developing and maintaining a strong understanding of insurance policies and legal issues
- Inputting claims into the computer system accurately
- Contributing to the continuous development of the claims process by identifying and implementing several opportunities for the development of products and process improvement
- Suspending claims that require further investigation in order to resolve them appropriately
- Proactively seeking to clarify and resolve claims using the best method of communication and initiative
- Responding to all relevant incoming correspondence and queries from the company's internal departments
- Working on a shift basis as required by the organization
- Protecting the interest of the insurance company when dealing with claimants.