**Sample Health Insurance Claims Resume**

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**Career Objective:**

An insurance specialist with strong track record of claims handling and analyzing insurance-related documents is looking for an health insurance specialist position with “Sun Insurance Group.”

**Summary of Skills:**

* Thorough knowledge of healthcare products and insurance policies
* Excellent analytical, communication, and critical thinking skills
* Adept in analyzing information and working with database
* Experience of accepting and denying questionable claims
* Strong familiarity with medical terminology, diagnosis, and treatment
* Strong knowledge of Medical Coding, Risk Management, and Process Management

**Work Experience:**

Insurance Claims Processor  
ABC Company, Cape Girardeau, MO  
October 2015 - Present

* Researching and processing claims as per Company guidelines and benefits
* Communicating with the insured via emails, phone, and personal meetings
* Drafting reports on acceptance and denial of applications for claim
* Meeting hospitals and clinics and collecting necessary documents
* Analyzing medical documents for authenticity and clearing doubts from subject-matter experts
* Answering incoming calls, emails, and inquiries personally

Junior Claims Processor  
Noble Insurance Company, Cape Girardeau, MO  
February 2013 - September 2015

* Made code calling to prospective customers and converted them into regular customers
* Demonstrated features and benefits of health insurance policies to customers
* Reminded customers on renewal of policies and fetched reference from them
* Validated insurance submitted for medical claims and re-worked on closed claims
* Coordinated with medical staff of respective hospitals and collected treatment papers
* Calculated the limit of amount to be cleared for medical billing

**Education:**

* Bachelor's Degree in Health Management Science  
  ABC University, Cape Girardeau, MO  
  2012

**Reference:**

On request.