



**University of Texas at El Paso
Job Description**

Job Code: 9596
Job Title: Claims Analyst
Department: Job may be available in different departments/divisions
Reports To: In accordance with specific departmental policies
FLSA: Non-Exempt
Prepared by: Human Resource Services
Creation/Revision: December 16, 2010

Summary: Analyzes insurance claims to determine extent of insurance carrier's liability and settles claims with claimants in accordance with policy provisions.

Note: The primary accountabilities below are intended to describe the general content of and requirements of this position and are not intended to be an exhaustive statement of duties. Incumbents may perform all or some of the primary accountabilities listed below. Specific tasks or responsibilities will be documented in the incumbents' performance objectives as outlined by the incumbents' immediate supervisor or manager. This position is security-sensitive and subject to Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. Must possess a valid driver's license issued by the State where the applicant resides and must be insurable as defined in the UT System BPM 16-05-02, as applicable to the performance of essential duties and responsibilities of the position.

Statement of Duties and Responsibilities:

Compares data on claim application, death certificate, or physician statement with policy file and other company records to ascertain completeness and validity of claim.

Contacts doctors, lawyers, insurance agents or others involved to resolve coverage questions.

Examines claim adjustors' reports or similar claims/precedents to determine extent of coverage and liability.

Coordinates efforts with coaches and athletic staff to educate athletes on insurance policies. Helps athletes research and choose primary insurance policies. Reviews these policies for coverage information including medical providers' agreements.

Corresponds with agents and claimants or interviews them in person to correct errors and omissions on claim forms, and investigates questionable entries.

Pays claimant amount due, according to settlement agreement and company procedures.

Maintains claim-tracking spreadsheets.

Refers questionable claims to investigator or claim adjuster for investigation and settlement.

Investigates claims in field.

Works directly with the National Collegiate Athletic Association (NCAA) on catastrophic claims to insure correct procedures.

Coordinates claims personnel activity during litigation and assists counsel.

Assists in determining adequate reserves and appropriate reinsurance.

Researches insurance policies; reviews bids for the upcoming fiscal year; recommends provider based on bids.

Knowledge of all Microsoft Office software and able to learn and use institutional software systems.

Complies with all State and University policies.

Other duties may be assigned.

Supervisory Responsibilities: No supervisory responsibilities.



Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Education required: Associate's degree or equivalent from two-year college or technical school.

Minimum Experience required: One year related experience to the statement of duties and responsibilities; or equivalent combination of education and experience.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must occasionally stand; walk; climb or balance; and stoop, kneel, crouch or crawl. The employee must regularly sit. The employee must frequently use hands to feel; reach with hands and arms; and talk or hear. The employee must occasionally lift and move up to 25 pounds.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level for the work environment is moderate.