

# Disability Claims Examiner

## ROBERT SMITH

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### Objective

To secure a Disability Claims Examiner position with a well-established organization or company with a stable environment that will lead to a lasting relationship. A position that will enhance and offer growth and personal development.

### Skills

Microsoft Office, Inventory Management, SAP, Kaizen - Lean Manufacturing, Customer Service, Business Development.

### Work Experience

#### Disability Claims Examiner

**ABC Corporation** - March 2008 - July 2011

- Managed a caseload of 175 disability applicants, supervising the adjudicative process for disability determination.
- Interviewed applicants to gain a detailed description of alleged disabilities.
- Worked with healthcare facilities, doctors, and lawyers to gain applicants medical history.
- Reviewed applicants medical records to determine the severity of impairments to assess clients ability to obtain gainful employment.
- Provided exceptional customer service keeping the applicant informed of any claimant obligations as well as the status of the claim while answering any questions the client might have.
- Ensured all confidential applicant information was secure.
- Obtained past/present employment information for applicants including salary information, start dates, and termination dates.

#### Disability Claims Examiner

**Delta Corporation** - 2006 - 2008

- Claims adjudication for disability claimants under the Social Security Administration.
- Duties included all administrative duties associated with the claims handling process, reading and summarizing medical records, medical training.
- Examine medical evidence and determine whether the claimant meets criteria for benefits -Adhere to specific policies and procedures of the Social.
- Processed all aspects of short-term disability claims for 3rd party administrator.
- Duties include but are not limited to the following Coordinated with long term disability adjusters in reference to permanent disability and/or.
- Determines eligibility for disability benefits for adults and children under the federal Social Security program; obtains medical, vocational.
- Manage claims of over 100 files while ensuring benefits are paid on a timely basis.

### Education

GED