

Robert Smith

Medical Underwriter

CONTACT DETAILS

1737 Marshville Road,
Alabama
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PERSONAL STATEMENT

Responsible for Monitoring production hit ratios, renewal retention ratios spread of risk, and other production and quality measures to minimize risk and predict future success.

SKILLS

Customer Service,
Communication,
Marketing, Recruiting,
Training, Microsoft
Office,.

WORK EXPERIENCE

Medical Underwriter

ABC Corporation - September 2004 - January 2004

Responsibilities:

- Worked closely with marketing and sales team to provide acceptance and or denial of employers application for group health, life, dental, vision and/or weekly indemnity insurance.
- Analyzed, assessed, rated, potential risk factor of a company groups eligibility, medical conditions and net premium.
- Verified employer industry and ownership eligibility, exercised judgment, negotiated and made sound business decisions.
- Reviewed employee enrollment/refusal forms, conducted potential client telephone interviews, reviewed medical records and researched medical conditions.
- Prepared requests to the group to provide missing, incomplete and/or additional information necessary to complete the file.
- Calculated figures and amounts such as commissions and percentages.
- Prepared simple correspondence and routine reports.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

Medical Underwriter

Delta Corporation - 1999 - 2004

Responsibilities:

- Compiled, collected, and reviewed medical records to ensure proper CPT and ICD-9 coding practices and code utilization.
- Worked in collaboration with other teams to finalize the underwriting process.
- Medically reviewed individual health insurance applications to determine eligibility/risk factor, while upholding the companys "extremely .
- Ordered and reviewed medical questionnaires and records as needed, and helped to train new associates.
- Ability to type 50 wpm.
- Ability to be self driven while ensuring workload was always within company standards, overtime worked daily.
- Underwrote Healthcare Applications for multiple Heath Care Plans in multiple states; Assessed risk to Carriers based off operating guidelines while .

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)

Education

Diploma