

Job Title: **CLAIM PROCESSOR / ANALYST**

Basic Function: Responsible for the processing of claims/reimbursements within the policies and implementing guidelines.

Reports to: Functionally and Administratively – Accountant

Minimum Qualification: College graduate and computer literate.

Specific Responsibilities:

- Attends to customer inquiries, requests and suggestions, making sure that these are immediately addressed/resolved to the client's satisfaction; Refers/elevates complaints to the supervising officer for appropriate action, if necessary.
- Initially processes claims for payment based on policies and approving authorities.
- Prepares statements of accounts and disbursement vouchers.