



CLAIMS ASSISTANT

The Claims Assistant is responsible for providing administrative support to the Claims Examining team with a focus on preparing claims files for adjudication.

RESPONSIBILITIES:

- Sets-up new claims in claim system and validates coverage, accurate claim coding, and adequate reserving.
- Reviews claim submissions and determines if any documentation is outstanding.
- Requests and gathers outstanding documentation and adds the information to claim files; prepares completed claim files and then refers files to assigned Claims Examiners for review and adjudication.
- Updates claims database as appropriate.
- Reviews and actions outstanding task lists and other reports as required.
- Interacts with a variety of individuals including claimants, agents, business partners, hospitals, physicians and lawyers.
- Multitasks caseloads, emails, phone calls and reporting.
- Performs other functions as required.
- Provides support to other areas of the Claims Department when required.

QUALIFICATIONS:

- Post secondary education, or equivalent related work experience.
- Excellent attention to detail and organizational skills.
- Excellent verbal and written communication skills; ability to interact with a variety of people in a positive and professional manner.
- Strong time management skills.
- Ability to accept direction but also to take initiative on tasks.
- Ability to work independently as well as part of a team.
- Ability to maintain confidentiality in all matters.
- Customer-service oriented.
- Ability to work and handle pressure in a fast-paced high-volume environment.
- Strong computer literacy (MS Word, Excel and Outlook).
- This role is eligible for our hybrid/remote work schedule.

Please submit your resume and cover letter to HR@orican.com. We thank all interested applicants; however, only those selected for an interview will be contacted.

Old Republic Canada values diversity and is an equal opportunity employer. If you require an accommodation at any time during the recruitment process, please contact HR@orican.com and we will work with you to determine an appropriate accommodation.