



## Claims Assistant

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Thomas McGee Group provides practical solutions for our clients, founded in 1910. Thomas McGee Group's mission is to "**Serve First**": Serve our clients, our community and our associates. This position resides in the Third Party Administration department. Thomas McGee Group also provides full client solutions including Commercial Insurance, Employee Benefits, Surety, Personal Risk and Loss Control Services.

**This is an entry-level position that provides an opportunity for growth and advancement.**

### As a Claims Assistant, you'll be responsible for:

- Entering claims into a claims handling system.
- Printing and sending checks to providers and employees daily.
- Handling Medical Only claims by entering payments, reviewing and sending bills to bill review and summarizing notes from medical appointments or client/employee contact.
- Answering phone calls and returning voicemails from providers or employees in a timely manner.
- Handling miscellaneous tasks such as but not limited to, linking documents to the claims system and assisting Senior Adjusters with approval of medical appointments.

### Qualifications:

- **Bachelor's degree from a four year college, no experience required.**
- Experience working in Microsoft Office, (Word, Excel, Outlook).
- Strong mathematical or accounting skills.
- Strong written and verbal communication skills.
- Strong organizational skills.

### What You'll Love About Us:

- **Great Life Balance Culture.** Regional company with a family feel, awarded "Healthy KC Platinum Certified," by the KC Chamber. Offer flexible start times with paid parking at our downtown KC location.
- **Health Benefits.** Comprehensive benefit package, Ergonomic focused workspace that includes sit to stand desks. We provide an exceptional wellness program, inspiring a healthy, total well-being.
- **Prepare for the Future.** 401(k) with company match.

### To Apply:

Send your resume to Kevin Robertson: [krobertson@thomasmcgee.com](mailto:krobertson@thomasmcgee.com).