



## **BI/UM Adjuster Roles & Responsibilities**

### **SUMMARY:**

BI/UM Adjuster handles first reports of bodily injury claims. Investigates coverage, liability and damages and evaluates claimed injuries. Obtains police reports, copies of insurance policies and medical/hospital reports and takes recorded statements.

### **EDUCATION:**

- High school diploma plus at least 2-3 years related work experience, preferably with BI claims.
- Associate's or Bachelor's degree preferred.
- 620 or 520 license required.

### **SKILLS & EXPERIENCE:**

- Proficient in Word, Excel, Windows-based applications and internet usage.
- Must be familiar with forms, procedures, regulations, coverage's and business processes.
- Must be able to exercise good judgment and state opinions assertively.
- Must be able to write and speak clearly and concisely.
- Must be able to perform work effectively in a highly intense environment and handle multiple tasks and demands simultaneously.
- Must illustrate analytical skills to identify, gather and organize information.
- Must be able to work independently in a team environment.