

Job Advertisement

Company Details	
Company Name	Asia-Pacific Property & Casualty Insurance Co., Ltd. - Hong Kong Branch
Company Description	Asia-Pacific Property & Casualty Insurance Co., Ltd. operates general insurance business and has been operating in Hong Kong for nearly 15 years with a long history and good reputation. Our company provides various insurance services such as corporate property insurance, liability insurance, freight insurance, engineering insurance, accident and health insurance, etc. Customers come from manufacturing, real estate, logistics, transportation, entertainment, hotels and other industries.
Location	Sheung Wan
Classified Start Date	21 Oct 2024
Job Details	
<input checked="" type="checkbox"/> Non-sales Position (Back-office) <input type="checkbox"/> Intermediary / Sales Position (Front-line)	
Position	Medical Claims Officer
Department	Accident & Health Dept
Job Category	General Insurance
Job Description/ Duties	Responsibilities <ul style="list-style-type: none">• Adjudicate medical claims according to company's guidelines• Pre-authorize claims according to authority• Liaise with medical providers/ administrators/ hospitals• Identify and conduct thorough investigation of suspicious cases, including report to superior• Assists in enhancing the system and workflow to meet our customers' need and services standards• Handle ad-hoc duties as assigned by supervisor(s)

Requirements	<p>Requirements:</p> <ul style="list-style-type: none"> • Professional qualification such as IIQE and related discipline • Minimum 2 years' relevant experience in handling medical claims/medical insurance issues • Sound knowledge with medical terms • Strong problem-solving skills and analytical skills and good PC skills • Excellent command of written and spoken in Chinese, English and proficient in Mandarin • Effective interpersonal & communication skills with internal, and able to work independently • Fresh graduates are welcome. Candidate with less experience may be considered for the position of Assistant Claims Officer
Application Method	<p>For interested parties, please send your CV together with expected salary to lillianli@apiins.com . For any enquiries, please contact Ms. Li at 2165 9218.</p>
Application Deadline	30 Nov 2024
Year(s) of Working Experience	Minimum 2 years' relevant experience
Employment Type	Permanent- Full time
Additional Benefits	Five-day work week, Medical insurance, Performance bonus