

Wilber and Associates

Subrogation Claims Internship

This position will involve the following:

- 1) A desire to learn the subrogation process as a part of the total claim process
- 2) The ability learn to analyze potential subrogation opportunity in a file review
- 3) The ability learn to navigate through two claim systems
- 4) Knowledge of Excel, Access and Outlook

The internship will be a 15 to 20 hour a week commitment. The duties will include:

- 1) Running several data-mining reports to accumulate the files to be reviewed
- 2) Reviewing approximately 400 open and closed files per week to discover subrogation opportunities
- 3) Reviewing approximately 50 files per week to compare supplemental checks to the original loaded file
- 4) Completing a daily production report

Qualifications:

- 1) A Junior with intentions to staying the Bloomington-Normal area during the summer
- 2) Ability to continue internship into 2011/2012 school year
- 3) Interested in a career in Claims Handling
- 4) Track record of superior grades and completion of extracurricular activities

Contact:

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Wilber

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