

# RLI

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**Contact Person:** Elaine Wicker, *Human Resources Generalist*

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**Address:** 9025 N. Lindbergh Drive  
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**Company Website:** <http://www.rlicorp.com>

**Position Title:** Claim Intern

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**Opportunity Location:** Peoria, IL

**Job Description:**

RLI's Claim department is looking for an intern to work part-time (approx. 20 hours per week) during the school year, starting this fall and possibly continuing through next summer. This intern will assist with meeting Medicare reporting requirements and processing Medicare lien requests. This position will provide the intern with an interactive broad based exposure to claim handling ranging from Medicare, claim metrics and reinsurance matters.

Duties include: Identify and collect required elements to determine injured claimant beneficiary status; Process Medicare task requests to complete query and lien processing; Communicate well with other members of the RLI Medicare team and RLI Claim handlers; Communicate directly with Medicare in processing and investigating identified reporting and lien issues; Attention to detail while combing through claim files and ensure accuracy of information being recorded and maintained in CRM.

**Preferred Skills:**

- Highly motivated candidates with great attention to detail and accuracy
- Excellent communication skills
- Competent with using Excel, Word, Outlook and the Internet
- Familiar with CRM (Customer Relationship Management) system preferred
- Ability to work up to 20 hours per week.

**Required Experience:**

Student majoring in Insurance, Paralegal, Criminal Justice, Business Administration or related field.

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For consideration, please apply via our website at:

[http://hostedjobs.openhire.com/epostings/submit.cfm?fuseaction=app.jobinfo&id=23&jobid=215449&company\\_id=15961&version=1&source=ONLINE&JobOwner=966290&level=levelid1&levelid1=45275&parent=Internship&startflag=2](http://hostedjobs.openhire.com/epostings/submit.cfm?fuseaction=app.jobinfo&id=23&jobid=215449&company_id=15961&version=1&source=ONLINE&JobOwner=966290&level=levelid1&levelid1=45275&parent=Internship&startflag=2)