

## Finance Cluster



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**Data Sources**  
Bureau of Labor Statistics  
CareerInfoNet  
CareerClusters  
The College Board  
Tracer

# Insurance Claims and Policy Processing Clerks

Insurance claims and policy processing clerks are the people that clients work with to update or modify their existing insurance policies or process new policies.

If you are interested in a detail-oriented career where you can use your people skills, a career as a **insurance claims and policy processing clerk** may be for you.

**Insurance claims and policy processing clerks update and modify existing insurance policies or process new ones. These clerks also verify the accuracy and completeness of information on claims forms, applications and related documents and company records.**

### Are You Ready To...?

- Process new insurance policies, modifications to existing policies and claims
- Obtain information from policyholders to verify the accuracy and completeness of information on claims forms, applications and related documents
- Update existing policies and company records to reflect changes requested by policyholders and insurance company representatives

### It Helps To Be...

Someone with attention to detail and a multi-tasker. And you'll need to listen well to know what clients need you to do.

### A Day In The Life...

- Calculate insurance premiums or awards
- Code data from records
- Examine files or documents to obtain information
- Fill out business or government forms
- Follow contract, property or insurance laws

### Salary and Opportunity in the Austin-area

**Median Hourly Wage: \$19.40**

*That comes out to more than \$40,359 a year.*

**In 2016, we had 1,598 Insurance Claims and Policy Processing Clerks. By 2026, we'll need 1,868.**

*Could you be one of the 270?*

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# Insurance Claims and Policy Processing Clerks

Many employers look for insurance claims and policy processing clerks with a **high school diploma**.



## **Top 5 Industries for Insurance Claims and Policy Processing Clerks**

1. Insurance Carriers
2. Agencies, Brokerages and Other Insurance Related Activities
3. Federal Government
4. State Government
5. Employment Services

**For more Career Profiles, visit our website:**

**[http://www.wfscapitalarea.com/YouthServices/  
CareerPlanning.aspx](http://www.wfscapitalarea.com/YouthServices/CareerPlanning.aspx).**

## **Related College Majors**

- Administrative Assistance and Secretarial Science
- Business
- Human Resources Management
- Office Management
- Paralegal Studies
- Insurance
- Finance

## **Related Industry Certifications**

- Associate in Claims
- Associate in Commercial Underwriting
- Associate in Insurance Accounting and Finance
- Associate in Regulation and Compliance

## **Related Careers**

- Administrative Assistants and Secretaries
- Administrative Services Managers
- Human Resources Assistants
- Human Resources Managers
- Public Accountants

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