

# Guarantee Trust Life Insurance Company

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**Contact Person:** Christine Szykowny – Corporate Recruiter

**Email Address:** [cszyk@gtlic.com](mailto:cszyk@gtlic.com)

**Phone:** (847) 904-5381

**Address:** 1275 N Milwaukee Avenue  
Glenview, IL 60025

**Company Website:** <https://www.gtlic.com/>

**Position Title:** Medical Claims Adjuster II or III

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**Opportunity Type:** Full-time

**Opportunity Location:** Glenview, IL

**Opportunity Start Date:** 03/01/2018

**Description of Opportunity:**

Guarantee Trust Life Insurance Company is a longstanding leader in life and accident & health (A&H) insurance, located in suburban Glenview, Illinois. In business since 1936, Guarantee Trust Life Insurance Company was founded on the two fundamental principles of quality products and excellence in customer service. Our success is achieved through the dedication and hard work of our employees.

This is an exciting time to join GTL! We've seen six consecutive best ever years. Learn more about GTL by visiting [www.gtlic.com](http://www.gtlic.com).

We have an outstanding opportunity for an experienced Medical Claims Adjuster.

Description: The primary responsibilities are to adjudicate claims based on variable contract provisions and benefits according to state guidelines. The person in this position must be able to understand policy contract language, insurance applications, medical terminology and medical aspects.

**Responsibilities:**

- Conducts medical history investigations
- Establishes eligibility and benefits
- Accurate and timely processing of claim payments
- Meet department quality and production standards.
- Corresponds with policyholders, customers and co-workers clearly, accurately and professionally.
- Customer phone interaction

**Preferred Skills:****Requirements:**

- 2-3 years medical health claim adjusting experience.
- Experience reading and referencing policy language for benefit administration.
- Experience adjusting hospital indemnity and surgical type products preferred.
- Experience in preexisting, or rescission investigations a plus.
- Basic knowledge of Microsoft Office Word and Excel.
- Strong data entry skills
- Excellent Verbal and Written communication
- Ability to analyze risk
- Must have good judgment and strong prioritizing and organizational skills

We invite you to learn more about GTL's rich history at [www.GTLtimeline.com](http://www.GTLtimeline.com).

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