

Jason W. Crews
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EDUCATION

University of Miami, Tampa, FL;
Paralegal Studies Certificate, 2009

University of South Florida, Tampa, FL;
Bachelor of Arts, 2004

- Major: Communications
- Minor: History

RELEVANT WORK EXPERIENCE

United Healthcare, Oldsmar, FL 2008 – present
Claims Processor

- Reviewing medical claims for issuing payments.
- Determining coverage through review of benefits policy and medical notes and codes.
- Investigating eligibility and coordination of benefits issues.
- Researching healthcare provider contracts to determine reimbursement rates.

Mercury Insurance Group, Clearwater, FL 2005 – 2008
Casualty Adjuster

- Investigating insurance claims to determine cause, scope, and extent of damages, liability and subrogation potential.
- Evaluating and negotiating bodily injury claims with claimants and attorneys, including written and verbal correspondence.
- Interpreting company's insurance policy and apply exposure to the claim to fulfill the obligations to the policy holder.
- Coordinating with outside vendors for necessary claims services.
- Evaluating claim for purposes of setting reserves and making appropriate payments.
- Documenting all claim activity and maintain claim diary.
- Coordinating with multiple departments to ensure proper file handling.
- Guiding policyholder through claim process to ensure understanding.

Carlton Fields, P.A., Tampa, FL 1998 – 2002 & 2004
Conflicts Coordinator

- Maintaining the firm's ethical screen conflicts database for 200+ attorneys in six offices.
- Working directly with attorneys and support staff, assisting in the opening of new matters, and cataloging records relating to billing and new file acquisitions.

Office Services Clerk

- Office supplies for large office, including supply stocking, ordering, reserve maintenance and delivery.
- Sorting, routing and delivery of all incoming correspondence for 75+ attorney office, including faxes, interoffice mail, postal service, messenger services, FedEx, etc.

Butler Pappas, P.A., Tampa, FL 2003
File Clerk

- Constructing and maintaining litigation files for insurance defense firm.
- Copy and fax duties

SKILLS AND QUALIFICATIONS

Westlaw and Lexis knowledgeable
State of FL All Lines Adjuster License

Proficient in all Microsoft Office applications
Medical Coding

FULL WORK HISTORY AND REFERENCES AVAILABLE UPON REQUEST