

We are specialists in systems integration and have been doing that since 2009. V S Information Systems is part of the respected and diverse VS Group that has been trading in Sri Lanka since 1978 and V S Information Systems has leveraged off this group membership to grow in a secure and sustainable environment following the operational expertise the group is known for and embracing the customer service the group is respected for.

Today V S Information Systems has established itself as a leader in the provision of ICT Solutions in the Sri Lankan market delivering solutions that add value, deliver benefits and address the varied complex requirements in a variety of vertical markets. Utilizing the very best in Sri Lankan technical and business expertise, and using global leading technologies that include HP, Oracle, IBM, Microsoft, Cisco and RedHat etc. V S Information Systems delivers an exceptional customer experience to all sectors of the Sri Lankan market and has satisfied customers in small and medium businesses, corporate enterprises and government departments.



Executive – Medical claims

Key Responsibilities

- Reviewing, processing and approvals in medical claims promptly, ensuring accuracy and adherence to company standards.
- Maintaining detailed records of claims, correspondence, and documentation for auditing and reporting purposes.
- Liaise with healthcare providers, policyholders, and internal teams to resolve discrepancies, obtain additional information, and facilitate smooth claim processing.
- Ensure all claims processing activities comply with relevant company policies.
- Analyzing claim trends, identify areas for improvement, and recommend solutions to enhance efficiency and reduce costs.
- Prepare regular reports on claims activities, outcomes, and performance metrics for management review.
- Work collaboratively with team members to share knowledge, improve processes, and achieve departmental goals.

Qualifications

- 2-3 years' experience in insurance industry in insurance industry.
- Sound knowledge of MS Office and computer literacy.
- Excellent communication skills, both verbal and written in English/Sinhala
- Excellent Analytical skills
- Diploma in Management / Insurance or equivalent

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Head of Human Resources
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