

Medical Compliance Administrative Coordinator

An individual in this position will have responsibilities with respect to both the Medical Management and Compliance departments. The position is mainly administrative, including responsibilities for general clerical work, word processing, organizational functions and client/vendor communications.

Job Responsibilities

- Acts as a liaison between various utilization review vendors, stop loss carriers and MedBen's Claims department.
- Corresponds with utilization review vendors, as necessary, and updates applicable systems with related data, including the data base for covered persons in case management.
- Provides case management status reports and information to applicable MedBen employees and clients.
- Performs general clerical duties, including filing, maintaining records and general correspondence.
- Maintains MedBen library and updates reference publications.
- Assists in the creation and updating of contracts and contractual responsibilities for MedBen with clients.
- Organizes and maintains Benefit Management, Run-Out and Business Associate agreements.
- Responsible for various operational assignments and maintaining departmental data bases.
- Supports the Medical Management and Compliance Departments in carrying out department responsibilities in conjunction with the practices of all MedBen departments and companies, as assigned.

Job Requirements

- High school diploma or equivalent required; additional education helpful.
- One to three years of experience in insurance, health care or related industry preferred.
- Ability to work well with little or no supervision.
- Proficient in Microsoft Office for Windows software, including Word, Excel and Outlook.
- Strong verbal, writing, grammatical and organizational skills.
- Ability to handle a wide range of responsibilities.
- Must be customer-oriented and able to adapt to MedBen's corporate culture.