

Medical Claims Examiner

The primary responsibility of this position is to adjudicate medical and vision claims in accordance with established accuracy and turnaround time requirements. **Upon successful completion of training, this position telecommutes from home.**

Job Responsibilities

- Review claims for coverage under the plan document or plan doc checklist and adjudicate them accordingly.
- Initiate claim investigations when appropriate for other insurance, student status, pre-existing conditions and additional information.
- Review letter responses and process any related claims.
- Review and adjudicate any unhandled claims for claimants who have exceeded the specific deductible under the plan's stop loss policy.
- Review the pending claim report weekly for internally pending claims on assigned groups and take action to ensure turn-around time requirements are met.
- Review and respond to any pending customer service phone documentations.
- Comply with all production requirements established for the position, including turn-around time and accuracy standards.
- Work in the office a minimum of 4 hours per week (once released to telecommute from home).
- Maintain Group Quick Reference Sheets for assigned groups, updating any benefit changes in a timely manner.
- Learn and thoroughly understand departmental work instructions; participate in the development of new work instructions or revisions to current ones.

Job Requirements

- High School Diploma or equivalent.
- Two or more years of experience in the health insurance industry, preferably in the claims or medical review areas, where knowledge of medical terminology, interpreting medical records, industry coding (e.g., CPT, CDT, ICD-9, RVS), and claims payment or benefit interpretation was demonstrated.
- Demonstration of strong initiative, analytical, and decision-making skills and the ability to work independently.
- Strong keyboarding skills and knowledge of Windows and Microsoft Office (Outlook, Word, Excel, Explorer).
- Experience with the Genelco claims adjudication software preferred.
- Ability to work independently in a production-based environment with minimal supervision.
- Strong organizational and time management skills.
- Extensive keyboard and computer use. Long periods of sitting.