

## Position Description – Non-Exempt

**Position Title:** Administrator

**Date:** April 2018

**Department:** Administration/Specialty Services

**Reports to:** Administrator Team Leader

---

### I. Job Summary

Under general supervision of the Administrator Team Leader, this position is responsible for the data entry and processing function of the Administration and Specialty Service's unit's mail, claims and other correspondence.

### II. Specific Duties

- Process additions and/or changes to existing TPA, Mutual, SSU and/or VisionPlus business and ensure that all eligibility requirements are being met
- Process information from phone docs, emails and workbaskets to maintain current eligibility for TPA, Mutual, SSU and/or VisionPlus business
- Review all out going mail processed by the Administrative Assistants as a double check procedure to ensure accuracy as needed
- Process SSU COBRA groups new employee enrollment applications
- Process eligibility information for all new TPA, Mutual, SSU and/or VisionPlus business
- Process monthly TPA, Mutual, SSU and/or VisionPlus dependent terminations due to age requirements
- Process information from the ADMINDEPT and ADMINDEPM workbaskets
- Process and mail all additional information letters, PCP letters, and age 65 letters generated by the system or by an Administrator
- Process and monitor the daily error reports for the Administration unit
- Review and process FSA/HRA reimbursement forms to determine eligibility
- Review and process FSA Debit Card claims to determine eligibility
- Provide support to MedBen Customer Service Department on eligibility or product related inquiries
- Use internal, administrative procedures, manuals and documents
- Use legal and industry related documents
- Calculate Creditable Coverage Certificate credit
- Process COB updates for ELGCOBVERFY process
- Assist the department and organization as needed
- Process claim workbaskets according to specified timeframes

### III. Qualifications

- High school diploma or equivalent
- Excellent problem solving and communication skills
- Maintain procedural and data accuracy including timeframes established by the department
- Ability to understand and comply with deadlines
- Knowledge and experience working in Windows, Word, Excel, and other similar PC based programs

SALARY WILL BE BASED ON EXPERIENCE