

**Position Description – Non-Exempt**

**Position Title:** Benefit Configuration Specialist      **Date:** June 12, 2017

**Department:** Data Services      **Reports to:** Manager, Benefit Configuration

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**I. JOB SUMMARY**

This position, whether telecommuting or in office, is responsible for creating and maintaining the benefit structure for Medical, Dental, Vision, A&S and Life products for all assigned Medical Benefits Companies. In addition, this position will be responsible for creating and maintaining the FXR system benefit structures and handling all other configuration related duties as needed.

**II. SPECIFIC DUTIES**

- A. Configure/update the benefit structure for all assigned new and existing groups.
- B. Track, review and maintain all Benefit configuration duties for all assigned groups as determined by the BC Management Team.
- C. Update configuration for all types of annual changes, including, Medical, Dental, Vision, A&S and Life products.
- D. Review all certificate and plan document changes as assigned.
- E. Investigate claim problems as they relate to benefit configuration issues.
- F. Coordinate assignment of class codes with the Administration Department.
- G. Test the benefit changes on each new group and plan change as assigned by the Group Leader or Management Team.
- H. Maintain the FXR system and files by updating tables and screens for new groups and all types of benefit changes, including Medical, Dental and Vision.
- I. Create plan document checklists and review during conference call or on-site visit with group.
- J. Monitor group workflow to ensure timely disposition of new groups and plan changes.
- K. Follow all procedures and guidelines set forth by the Management team through work instructions, meetings, discussions, etc.
- L. Document all work being reviewed, changed, updated, configured, noted, etc.
- M. Assist the Data Services Department and organization as needed.
- N. Complete other duties as assigned.
- O. Work in the office as assigned by the Management Team.

**III. PLACEMENT CRITERIA**

- A. High school diploma or equivalent.
- B. 2 or more years experience in health insurance, specifically in the claim review or other benefit areas, where benefit interpretation is practiced.
- C. Computer experience, including Windows and Microsoft Office (Outlook, Word and Excel) programs. Experience with the Genelco claims adjudication software preferred.
- D. Strong communication skills.
- E. Ability to work effectively with little to no Supervision.
- F. Strong analytical, technical and organization skills.
- G. Ability to multitask effectively
- H. Strong time management skills

IV. PHYSICAL REQUIREMENTS

- A. Sitting for long periods of time
- B. Repeated use of hands and arms for typing and writing
- C. Ability to lift 20 to 30 lbs approximately 1 time per month
- D. Ability to view a computer screen for long periods of time