

JOB DESCRIPTION

Position Title: Claims Processor I
Department: Claims
FLSA: Non-Exempt
Reports to: Claims Department Supervisor

Description

Responsible for the processing of all medical, hospital, vision, chiropractor and ancillary claims, which includes coordination of benefit and third-party liability claims in accordance with department policies and procedures.

Skills / Knowledge Requirements

- Type 45 WPM
- 10 Key by Touch
- Computer literate in Word and Excel and other Microsoft applications
- Good organization skills and able to handle multi tasks
- Good analytical skills
- Self-starter and quick learner
- Knowledge of ICD-9, ICD-10, CPT, HCPCS, FORM 1500, and UB04 forms, Medical and Revenue Coding, and Medical Terminology a plus
- Minimum of (2) year work experience or equivalent (combination of education and work)

Duties

- Process Medical claims
- Process Hospital and Ancillary Claims
- Process Vision and Chiropractic Claims
- Send referrals to Managed Care Department
- Send claims to contract negotiator for individual negotiations
- Correct and submit error tickets
- Process Claim Adjustments
- Assist Customer Service Department with customer inquiries
- Assist Department Lead and/or Supervisor with other departmental or Health and Welfare duties
- Be able to maintain error rate and production quotas

Other Duties

- As needed by the department supervisor

Physical Demands

- Lifting and carrying file boxes within the office

Working Conditions

- Indoors, air-conditioned office

Work Shift

- Monday to Friday, 8:00 AM – 4:30 PM 1-hour unpaid lunch
- The duties assigned may involve situations that will require over time.

Accepted By: _____
Employee's Signature Date

The above information on this description has been designed to indicate the general nature and level of work performed by an employee in this classification. It is not to be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications of employees assigned to this job. Management has the right to add to, revise, or delete information in this description. Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions of this position.