

# **Medical Claims Analyst**

## **Job Description**

### **Classification**

Non exempt

### **JOB DESCRIPTION**

#### **Summary/Objective**

Law Offices of Stephenson, Acquisto & Colman, a specialty health care law firm, is seeking to fill a Medical Claims Analyst position for our Carlsbad office. Potential candidates will develop skills evaluating disputed healthcare claims, draft written appeals and follow-up with payers for timely resolution of claims.

#### **Essential Functions**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

A qualified Medical Claims Analyst is required to:

- Review and analyze files
- Identify issue in order to determine next course of action
- Prepare customer correspondence and settlement documentation
- Communicate directly with Plans and follow up with Plans routinely
- Manage pre-litigation claims, prepare files and set notifications for claims follow up
- Maintain pre-litigation data base
- Manage email and faxes daily
- Perform research and analysis as required to settle claims
- Negotiate pre-litigation claim settlements in excess of established levels
- Prepare and submit appeals to various government entities within the timeframe allowed based on their specific guidelines
- Communicate telephonically with various government entities regarding claim and/or appeal status
- Understand the payment systems fee for service, DRG, APR DRG, per diem and stop loss within 1 month of hire date
- Audit files assigned, to maintain files reviewed regularly and no more than 70 days from last touched
- Call on cases daily

## **Qualification**

- Strong interpersonal, verbal, and written communication skills. Ensures that verbal and written communication is clear and concise.
- A self-starter with an ability to work independently and in a team environment.
- Ability to work in a fast-paced environment and detail oriented.
- Proficient in MS Word, Excel and computer literacy required.
- Strong analytical, problem solving and critical thinking abilities.

## **Requirements**

1. Time Management skills
2. Highly organized
3. Ability to multitask
4. Attention to detail
5. Proficient in Microsoft Office
6. Personal Effectiveness/Credibility
7. Multitask is essential

## **Supervisory Responsibility**

This position has no supervisory responsibilities.

## **Work Environment**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Teleworking environment, expectation of continued work throughout the day, as if the employee would be in the office space.

## **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

**Position Type/Expected Hours of Work**

Some flexibility in hours is allowed, but the employee must be available during the “core” work hours of 8:30 a.m. to 5:30 p.m.

**Preferred Education and Experience**

1. College degree.
2. One to Two years of admin experience.
3. Training or experience in computer applications.
4. AHAMM certification desired and strongly recommended within 1 year of employment.
5. Coding certification desired

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.