

Job Description: Claims Analyst/Document Scanner

Location: Rochester, NY
Department: Claims Department
Reports to: Claims Department Supervisor

Key Areas of Responsibility

- Review participant claims and debit card followup for adherence to applicable laws and regulations.
- Enter claims and debit card followup into BRI's benefit administration software or related tools.
- Generate denial letters for participants as needed.
- Review, enter or deny claims and debit card followup within BRI's guaranteed timeframe.
- Maintain a thorough knowledge of laws and regulations regarding eligibility of claims and substantiation of debit card transactions.
- Scan, import, tag and file company documents (including, claim and debit card followup) in an electronic storage database application.

Accountabilities

- Thorough attention to detail and accuracy of work.
- Excellent problem solving and computer skills.
- Commitment to establishing a high level of client and participant satisfaction.
- Strong organizational skills; the ability to manage multiple tasks and work independently.
- Commitment to completing work efficiently and within required timeframes.
- Compliance with company standards and legal regulations.
- Excellent written and oral communication skills.

Knowledge, Skills and Abilities

- High school diploma or equivalent required; Associate's degree preferred.
- One to three years experience in claim review, claim entry (or other data entry), medical billing, insurance, or health care services preferred.
- Proficiency in Excel and word processing required.
- Experience with a health benefit debit card preferred.

Benefit Resource, Inc. is an Equal Opportunity Employer and believes that diversity leads to strength.