



Cow Creek Government Office

Claims Examiner II

Job Code: 1135
Department: Benefits Administration
Location: Roseburg, OR
Minimum Hourly: \$25.71

POSITION PURPOSE:

This position is responsible for claims production and overseeing the accurate and timely adjudication of claims in accordance with plan benefits and maintain established production and quality standards.

ESSENTIAL FUNCTIONS:

- Claim auditing to ensure accuracy of claim processing
- Train level I claim examiners
- Customer service support
- Maintain resource materials with up-to-date information for claims and customer service staff
- Adjudicate electronic and manual claims for all lines of coverage (*Medical, Dental, Vision*) based on coverage benefits, coding guidelines, medical review determination, prior-authorization, and benefit limitations.
- Advanced knowledge CPT, HCPCS, ICD10, Revenue codes, CDT, etc.
- Ability to research and identify third party liability, coordination of benefits (COB) cases and apply benefits accordingly as well as updating of eligibility records.
- Ability to understand and manually calculate all types of claims pricing (*Medicare, Medicaid*)
- Satisfy required quantity/quality claims processing requirements.
- Ability to effectively communicate with members, providers, and other team members.
- Maintain confidentiality and project a professional business presence and appearance.
- Performs other related duties as assigned.

QUALIFICATIONS:

- 3-5 years medical claims processing experience

- Knowledge of Medical Terminology and health benefits required.
- Good analytical, problem solving and decision-making skills.
- Excellent verbal and written communication skills including active listening.
- Proficient computer skills with ability to learn new software.
- Organized with attention to detail.
- Ability to multi-task and work independently with minimal supervision.
- High school diploma or equivalent.