

Claims Analyst

Job Title: Claims Analyst

FLSA Classification: Non-Exempt

Department: Financial Department

Supervisor: Director of Quality Improvement

Job Summary:

Because of our continued growth we are currently seeking a Claims Analyst to join the Innovative Integrated Health team. The Claims Analyst will be responsible for monitoring liability claims to assure completeness and accuracy which will support the Innovative Integrated Health Revenue Cycle.

Essential Job Functions

- Provide accounting and clerical support to the financial department.
- Reviews and analyzes claims loss and expense reserves and reconciles claims reports with authorization sheets
- Processes new claims and disseminates the claims to third party administrator (TPA)
- Acts as liaison between corporate and field offices to facilitate the gathering of information that will allow proper response to claim losses and legal documents
- Identifies exposures to the company and reports to the senior-level management on pending claims and litigation that may have an adverse impact on the corporate goals
- Acts as liaison to attorneys, insurance companies and individuals investigating any incidents that may result in asset loss.
- Oversees and performs administrative support tasks for executive staff.
- Directs preparations and filing of corporate legal documents with government agencies to confirm to statutes
- Takes and transcribes dictation and composes and prepares confidential correspondence, reports and other complex documents
- Performs other duties as assigned
- This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, fax machines, etc.

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.

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 occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; and taste or smell. The employee must occasionally lift or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Required Qualifications

- Bachelor's degree with business experience. An Associate's degree or high school diploma with experience in a specialized field may be acceptable.
- 2 + years of professional experience as a Claims Analyst
- Ability to present information in one-on-one and group settings
- Ability to communicate information in a professional and confident manner
- Demonstrated ability in critical thinking, self-initiative, and self-direction
- Understanding of physiology, medical terminology, and disease process is required
- Demonstrated PC skills in Word, Excel, and Microsoft Access.

Core Values

- **Respect** at the core of our interactions.
- **Honesty and Integrity** with every endeavor
- **Patient – Centered** care aligned with participant values, beliefs, and preferences.
- **Encouragement** that motivates and empowers others to be the best they can be.
- **Quality Care** that is efficient, transformative and innovative.

Acknowledgment

I have read the above Claims Analyst job description and fully understand the requirements set forth therein. I meet all the requirements of this position, and I can perform all essential functions of the job with or without reasonable accommodations. I agree to abide by the requirements set forth in this document.



I understand the contents of this job description are presented as a matter of information only and as guidance as to the expectations of Innovative Integrated Health for this position. This job description is not intended to give rise to contractual rights or obligations, or to be construed as a guarantee of employment for any specific period of time or for any specific type of work. Furthermore, Innovative Integrated Health reserves the right to interpret, amend, modify, or cancel or withdraw any or all sections or provisions of this job description at any time with or without notice.

I understand that employment at Innovative Integrated Health is “at will”, meaning that employment is for no definite period of time and may be terminated by me or Innovative Integrated Health at any time and for any reason.

Employee Print Name

Employee Signature

Date

We are an Equal Opportunity Employer and do not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity, status as a veteran, and basis of disability or any other federal, state or local protected class.