



JOB DESCRIPTION

JOB TITLE: Medical Claims Analyst

DEPARTMENT: Business Office

SUPERVISION RECEIVED: Reports to Business Office Supervisor

SUPERVISION EXERCISED: None

JOB SUMMARY: The Medical Claims Analyst is responsible for the proper and timely processing of insurance claims and payments.

ESSENTIAL FUNCTIONS:

- Review insurance claims including, but not limited to, Medicare, Medicaid, Workers Compensation and commercial claims
- Research and correct denials received from payers
- Process correspondence, insurance forms and reviews for resubmission
- Follow up with insurance companies ensuring proper claim reimbursement
- Review payer policies and guidelines and communicate these to appropriate staff
- Assists patients and staff with billing questions
- Performs related work as required
- Complete assigned responsibilities in an appropriate timeframe
- Demonstrate professionalism in appearance and actions
- Comply with all rules, regulations and procedures of the Practice
- Perform any other duties as assigned by the Business Office Supervisor
- Maintain confidentiality and security in all office matters

REQUIREMENTS & PREFERENCES:

- Medical terminology, ICD-9/ICD-10 and CPT coding knowledge required
- Knowledge of managed care benefits, commercial insurance benefits, managed care claim processing, billing, and collection practices required
- Ability to communicate clearly and effectively in written and oral forms with physicians, staff, and patients required
- Associate degree in related field or equivalent experience preferred

PHYSICAL DEMANDS:

Essential functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

This description is intended to provide only basic guidelines for meeting job requirements. Responsibilities, knowledge, skills and abilities may change as needs evolve.