



Cow Creek Government Office

Claims Examiner

Job Code: 1136
Department: Benefits Administration
Location: Roseburg, OR
Minimum Hourly: \$23.99

POSITION PURPOSE:

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

ESSENTIAL FUNCTIONS:

- 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.
- Practical knowledge of coding structures (CPT, HCPCS, ICD10, Revenue codes, CDT, etc.)
- Ability to research and identify third party liability or coordination of benefits (COB) cases and apply benefits accordingly.
- Ability to understand and manually calculate all types of claims pricing (*Medicare, Medicaid and UCR-Usual, Customary and Reasonable etc.*)
- 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:

- Medical, Dental, & Vision coding knowledge (ICD-10, CPT, CDT, HCPCS, Rev Codes)
- Knowledge of Medical Terminology and health benefits preferred.
- 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.