

JOB DESCRIPTION: Claims Processor

EMPLOYMENT CATEGORY: At-will, Administration

POSITION HIRED BY: Mid-State Health Network (MSHN)

FULL-TIME/PART-TIME: Full-time

SUPERVISOR: Chief Finance Officer

EXEMPT/NON-EXEMPT: Non-Exempt

MANAGEMENT RESPONSIBILITIES: Personnel - No,
Resources - Yes

CREDENTIALING REQUIRED: Yes or No

Position Overview:

Under the general supervision of the Chief Finance Officer (CFO), the Claims Processor performs a variety of functions in the claims processing cycle utilizing a computerized claims processing/accounting programs. Responsible for carrying out all activities in accordance with MSHN policies, procedures, regulatory and compliance requirements.

Qualifications

Minimum Qualifications

- Associates degree in Accounting, Business, Finance or related field;
- 2 years experience in accounting, finance, public administration, or a related field;
- Working knowledge of the healthcare claims processing;
- Knowledge of methods and techniques of claims processing software and accounting programs; and

Preferred Qualifications

- Bachelor's degree in Accounting, Business, Finance or related field;
- Experience in financial management in the health sector;
- Experience in a Community Mental Health Services Program;
- Experience with behavioral health service/procedure code qualifications and requirements;
- Knowledge of all federal statutes surrounding participation in the Medicare and Medicaid programs; and
- Knowledge of Michigan's Mental Health Code and Public Health Code governing substance abuse services.

Required Skills

- Excellent organizational skills and ability to prioritize a workload;
- Excellent interpersonal and human relations skills;
- Excellent verbal and written communication skills;
- Ability to interact positively and collaboratively with Community Mental Health Service Programs (CMHSP) and Substance Use Disorder Providers, co-workers, and clients from diverse cultural and socio-economic backgrounds;
- Use of a personal computer (PC) for administration and communication;
- Use of Microsoft Office Suite;
- Use of standard accounting and claims processing software; and
- The ability to legally drive within the State of Michigan.

<u>Responsibilities</u>	<u>Designated Back-Up</u>
Verifies and adjudicates claims from providers for payment in a timely and accurate manner.	Financial Specialist
Monitors billing system and assists with provider payment reconciliation to the general ledger.	Financial Specialist
Prepare and transmit claims correspondence, enters data into a computer database and organizes and maintains a variety of files related to claims.	Financial Specialist
Prepares claims payments and disbursement support for provider network payables.	Financial Specialist
Supports, trains and assists with questions for providers in relation to the internet management information billing system.	Financial Specialist
Contacts Provider Network staff to follow up on outstanding claims/processing requirements.	Financial Specialist
Reports compliance concerns as identified in claims processing to the CFO and Director of Compliance, Customer Service and Quality.	Financial Specialist
Establishes and maintains claims processing and documentation in accordance with record retention practices.	Financial Specialist
Observes all rules of confidentiality as it relates to consumer information, both internally and in dealing with outside individuals and/or agencies.	Financial Specialist
Performs Data Mining activities to ensure accurate payment processing for claims that may not be identified through standard Electronic Health Record (EHR) adjudication edits.	Financial Specialist
Will perform all other essential job duties as assigned.	

Compensation

This is a full-time, salaried position with additional benefits. Minimum hours will be 40 per week. The schedule will be set in conjunction with the needs of the organization as approved by the Chief Finance Officer.

Environment & Safety

Minimum Physical Requirements

- Ability to exert/lift up to 25 pounds of force occasionally and/or up to 15 pounds frequently and/or up to 10 pounds constantly to move objects;
- Ability to sit for extended periods of time;
- Ability to travel offsite for various meetings, activities, and events; and
- Ability to use computer, telephone, copy machine and various office equipment.

Work Environment

- Normal office environment

To carry out this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

My signature below affirms that I have reviewed the job description and agree that it accurately reflects the scope of the position for which I am responsible.

Employee Signature

Date

Supervisor Signature

Date