

JOB DESCRIPTION – Claims Associate

Welcome to one of the toughest and most fulfilling ways to help people, including yourself. We offer the latest tools, most intensive training program in the industry and nearly limitless opportunities for advancement. Join us and start doing your life's best work.(sm)

Job Responsibilities :

Provide expertise or general claims support by reviewing, researching, investigating, negotiating, processing and adjusting claims

Analyze and identify trends and provide reports as necessary

Consistently meet established productivity, schedule adherence, and quality standards.

Responsible for the accurate processing and completion of medical claims.

Process claims that route out of automatic adjudication, within current turnaround standards.

Proficiency in product lines applicable to processing unit.

Ability to understand and apply plan concepts to include:

- Deductible
- Coinsurance
- Co-pay
- Out-of-pocket
- State variations.

Required Skills

- Fresher
- Ability to multi-task, this includes ability to understand multiple products and multiple levels of benefits within each product
- Ability to remain focused and productive each day though tasks may be repetitive

Eligibility:

- Fresher
- Graduation is must.
- BTECH/BE/MCA/MBA/ B pharm/ M pharm are not eligible to apply.
- Should be comfortable working in night shifts

Critical Skills Required :

- Result-oriented and goal-driven
- Analytical ability: Research skills combined with effective decision-making and superior interpersonal skills
- Strong verbal and written communication skills
- Ability to accept constructive criticism with being coached and growing as a professional
- Critical thinking abilities
- Ability to multitask