

Manager, Claims Processing HP

Cook Children's Health Plan

Job Location: Fort Worth, TX

Full Time/Days

JOB SUMMARY:

Position is responsible for managing the personnel and processes of the Claims Processing team.

RESPONSIBILITIES:

- Managing the claims inventory and turn-around time in compliance with State contract requirements
- Hire, train coach and evaluate performance of direct reports
- Track and report staff metrics to leadership
- Perform and/or coordinate claims research related to claim issues
- Develop strategies to maximize auto adjudication and reduce adjustments and appeals
- Establish and maintain comprehensive departmental policies and procedures
- Perform audits to monitor efficiency and compliance with policies
- Professionally communicate and collaborate across all functional areas of the Health Plan

EDUCATION & EXPERIENCE:

- Bachelor's degree required, will substitute 10 years of experience for Bachelor's Degree.
- High School diploma or equivalent.
- 3-5 years supervision experience.
- Five years' experience in a medical claims processing environment.
- Must be extremely detail-oriented, precise, and thorough.
- Extensive knowledge of medical claim processing procedures and guidelines.
- Ability to work independently while providing support to a team environment.
- Extensive knowledge of medical benefits and medical terminology.
- Must have strong organizational skills, problem solving, and decision making skills.
- Strong knowledge of claim adjudication and benefit plan application for Texas Medicaid.
- Knowledge of commercial insurance provisions.
- Able to process adjustments as needed.
- Knowledge of Microsoft Office Skills including Word, and Excel.

FOR MORE INFORMATION/TO APPLY:

<https://cookchildrenscareers.hctsportals.com/jobs/1271185-manager-claims-processing-hp>