

Claims Specialist (Medical Claims)

Vaya Health

Job Location: Remote

Full Time/Days

ESSENTIAL JOB FUNCTIONS

- **Claims Adjudication:** This position will be responsible for finalizing claims processed for payment and maintain claims adjudication workflow, reconciliation and quality control measures to meet or exceed prompt payment guidelines. This position is responsible for reconciling provider claims payments through quality control measures, generally accepted accounting principles and Vaya's policies and procedures. This position will assess Title XIX and non-Title XIX claims adjustments for correction or recoupment and will coordinate the recoupment process to ensure payment is recovered for inappropriately paid claims.
- **Customer Service:** This position will maintain provider satisfaction by being available during regular business hours to handle provider inquiries; interacting in a professional manner; providing information and assistance; and answering incoming calls. This position will assist providers in resolving problem claims and system training issues. This position will also serve as a resource for internal staff to resolve eligibility issues, authorization, overpayments, recoupment or other provider issues related to claims payment.
- **Compliance and Quality Assurance:** This position reviews internal bulletins, forms, appropriate manuals and applicable revisions, and fee schedules to ensure compliance with established procedures and processes. Attend and participate in workshops and training sessions to improve technical competence.
- **Miscellaneous:** Other duties as assigned, including coverage of specific functions of other staff to assist the Department as work demands may dictate.

MINIMUM REQUIREMENTS:

- 4 years of experience in healthcare processing medical claims/reimbursement with experience in Physical Health and/or Behavioral Health claims.

EDUCATION/LICENSES/CERTIFICATIONS:

- High school diploma or GED
- Associate Degree in Business Administration, Accounting, Finance or related field preferred.

OR A COMBINATION OF EDUCATION AND EXPERIENCE AS FOLLOWS:

Graduation from a four-year college/university with a major in business administration, health administration, communications or a related field may be substituted for the required experience; or a two-year degree in business administration, health administration, information systems, accounting or a related field from a community college may be substituted for three of the four years of experience.

FOR MORE INFORMATION/TO APPLY:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=4b1490bd-9645-47b9-bc59-23b5fd8a7b1a&cclid=19000101_000001&source=IN&lang=en_US&ittk=NGWEVHKWGW&selectedMenuKey=CareerCenter&jobId=467929