



Legal Intake Advisor/Paralegal

Job Location: Remote

Full Time/Days

JOB SUMMARY:

The Legal Intake Advisor/Paralegal will assist with the validation of appeals and documentation between non-governmental health plans and providers; will have to work well with attorneys, paralegals, nurses, and coders as well as maintain the workload, work under pressure, and be a team player; quickly and efficiently prepare, review, and submit well-written appeals; be comfortable, perform any other administrative duties as may be necessary.

This position will primarily support the work associated with Independent Dispute Resolution (IDR) cases as part of the No Surprise Act, which outlines a process for resolving payment disputes between out-of-network providers or facilities and health plans for how much the out-of-network provider or facility will be paid for the services associated with a case when surprise billing protections apply. When a claim is made for an item or service that's covered by surprise billing protections and the health plan denies payment or pays less than anticipated, either the health plan or the provider or facility can choose to start an open negotiation period that lasts 30 business days. If the health plan or the provider/facility cannot agree on a payment rate, either can begin the federal independent dispute resolution process to resolve the payment disagreement.

PRIMARY DUTIES:

1. The primary responsibilities of the position will include, but will not be limited to:
2. Prepare and assess disputed cases submitted as part of the Federal Independent Dispute Resolution process to determine whether the case jurisdiction is of state or federal and write appropriate determinations in support of the Independent Dispute Resolution process, including information used by the medical coder, nurses, and legal arbitrators in determining the resolution of the disputed claim.
3. Excellent attention to detail with strong proofreading and organizational skills, including excellent oral and written communication with internal parties.
4. Experience in prioritizing work and determining when to bring issues, concerns, or discrepancies to the attention of the supervisor.
5. Efficient multi-tasker that can manage competing demands with differing deadlines and works well with attorneys, professionals, and other staff.
6. Review medical records to determine IDR determination.
7. General understanding of how healthcare insurance functions.
8. Understand state and federal medical laws applicable to the IDR process.
9. Knowledge of how insurance claims are processed including an understanding of medical coding and claim rejections that assist in the determination of a case that is part of the IDR process.
10. Exercise discretion to address potential issues before they become problems.
11. Protect the confidentiality of patient information through compliance with the Health Insurance Portability and Accountability Act (HIPAA) and the Health Information Technology for Economic and Clinical Health Act (HITECH).
12. Attend annual security awareness training and testing, rules of conduct, and conflict of interest training.
13. Perform other duties as assigned.

ESSENTIAL EDUCATION:

At a minimum, an associate degree with a major in paralegal studies or a bachelor's degree in legal services or business administration with a major in paralegal studies and/or a Paralegal certification

Other skills needed include being proficient in Microsoft Office, including Word and Excel; highly attentive to detail and excellent organizational and time management skills; clear, concise, and logical writing style; interest in healthcare, medical coding, and healthcare law; experience or coursework in healthcare and/or biological sciences. Medical coding certification is preferred.

LICENSING OR OTHER SPECIAL CERTIFICATIONS REQUIRED:

Medical coding certification is preferred.

ORGANIZATIONAL "FIT" CONSIDERATIONS:

Ability to multitask and switch between various tasks. This position requires the ability to work as part of a team.

FOR MORE INFORMATION/TO APPLY:

Send resume to - brendawatson@advantagovernmentservices.com