

Medical Claims Resolution Specialist

ND Health and Human Services

Job Location: Remote in North Dakota

Full Time/Days

JOB SUMMARY:

As a Medical Claims Resolution Specialist, you will play a key role in ensuring accurate claim adjudication and maximizing reimbursement for our healthcare services. You will conduct timely and thorough follow-up on outstanding insurance balances, resolve unpaid or denied claims, and work closely with payers and internal teams to ensure proper processing. This position is essential in supporting organizational revenue integrity and maintaining high standards of accuracy, professionalism, and compliance.

To be successful in this position, you must have a strong understanding of insurance claim processes, denial codes, payer guidelines, and appeal procedures. Your ability to investigate complex claim issues, communicate clearly with payers and internal departments, and navigate billing systems will be critical. You must be detail oriented, organized, and capable of exercising judgment while working within established policies.

The role requires strong analytical, problem solving, and time management skills to meet deadlines in a fast-paced environment.

MINIMUM REQUIREMENTS:

- At least 2 years of experience in medical claims resolution, denial management, or healthcare revenue cycle operations.
- **Preference** will be given to candidates with experience working with Medicare, Medicaid, and commercial payers; familiarity with EHRs, clearinghouses, and billing software; and proficiency in Microsoft Office including Outlook, Teams, Word, and Excel.

EDUCATION/LICENSES/CERTIFICATIONS:

- High School Diploma or Equivalent.

ADDITIONAL INFORMATION:

- This position may work from home anywhere in North Dakota, with the ability and willingness to travel for meetings and site visits as needed.

FOR MORE INFORMATION/TO APPLY:

https://www.cnd.nd.gov/psc/recruit/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS_CG_SEARCH_FL.GBL?Page=HRS_APP_JBPST_FL&Action=U&SiteId=11000&FOCUS=Applicant&JobOpeningId=3033711&PostingSeq=1&