



Job Description: Claims Analyst/Auditor

Location: Rochester, NY
Department: Claims Department
Reports to: Claims Supervisor

Essential Job Duties and Responsibilities

- Review participant claims and debit card followup for adherence to applicable laws and regulations.
- Enter approved claims and followup into PPLUS^{NT} software or related tools.
- Generate denial letters for participants as needed.
- Support Benefit Resource's commitment to review, enter or deny all claims and followup within five business days after receipt.
- Perform analyses and audits of data related to various Claim Department functions and processes, using Excel spreadsheets and appropriate reporting and exporting tools.
- Maintain a thorough knowledge of laws and regulations regarding eligibility of claims and substantiation of debit card transactions.

Accountabilities

- Through attention to detail and accuracy of work.
- Excellent problem solving and computer skills.
- Commitment to establishing a high level of client and participant satisfaction.
- Strong organizational skills; the ability to manage multiple tasks and work independently.
- Excellent written and oral communication skills.

Knowledge, Skills and Abilities

- Associate's degree preferred.
- Proficiency in Excel and word processing required.
- Experience with claim review and/or data entry preferred.
- Experience with a health benefit debit card preferred.

Benefit Resource, Inc. is an Equal Opportunity Employer and believes that diversity leads to strength.