



KEY MEDICAL GROUP, INC.

3335 S. FAIRWAY VISALIA, CA 93277 (559) 735-3892 FAX (559) 735-3894 OR (559) 734-6203

Reporting to: Operations Supervisor

Overview:

Responsible for consistently and accurately adjudicating claims in accordance with policies, procedures and guidelines as outlined by company policy. Process claims according to all CMS and DMHC guidelines.

Primary Responsibilities:

1. Provide expertise or general claims support by reviewing and processing claims
2. Authorize appropriate payment or refer claims to leads or supervisors for further review
3. Analyze and identify trends and provides reports as necessary
4. Consistently meet established productivity, schedule adherence, and quality standards
5. Provide excellent customer service
6. Accurately process professional and hospital claims
7. Analyze and adjudicate claims to ensure accurate payment
8. Interfaces with other departments to obtain necessary information required for resolution of claims
9. Advise management of any claim issues or inappropriate and/or incorrect billing
10. Other duties assigned by management

Required Qualifications:

An education level of at least a high school diploma or GED
Proficient experience with Word and Excel

Preferred Qualifications:

Ability to multi-task, this includes ability to understand multiple products and multiple levels of benefits within each product
Excellent Data Entry skills

Job Type: Full-time

Shift/Time: Monday-Friday, 8:00AM-5:00PM

We offer a competitive compensation package, benefits package and a pleasant work environment. Our current benefit package include, health insurance (medical, dental and vision), 401K, Life Insurance, Flexible Spending Account (medical and daycare), vacation, sick and holidays.

Job Type: Full-time

Pay: \$17.00 per hour