

## Claims Examiner I (Temporary)

<b>Remote opportunity open to candidates residing in California</b>	<b>Opportunity to make a difference in your community</b>	<b>Position not eligible for sponsorship</b>
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**General Description**

Under close supervision, the Claims Examiner will perform the accurate review, entry and processing of all claims received for payment by HPSM.

**Duties & Responsibilities**

**Essential Functions:**

- Research rejected claims as necessary and re-adjudicate when resolved.
- Correspond as required to resolve rejected claims.
- Review reports, verifying accurate data and making corrections as appropriate.
- Review less complex edits to determine the appropriate handling for each including paying, denying, or pending for Analyst II or III to review.
- Use Policies & Procedures, Claims Manual and other sources in order to complete the required number of weekly reviews required for this position.
- Monitor own performance via production.
- Attend team, company, and one-on-one meetings and other functions.
- Communicate issues with Manager and Claims Auditor; make recommendations on claims issues.

**Secondary Functions:**

- Attend team, company, and one-on-one meetings and other functions.
- Communicate issues with Manager and Claims Auditor; make recommendations on claims issues.
- Perform other duties as assigned.

## Requirements

These are the qualifications typically needed to succeed in this position. However, you don’t need to meet every requirement to apply.

**Education and experience**

- High School diploma, GED or equivalent required.
- Two (2) years general office experience. Claims processing experience preferred.

**Knowledge of:**

- Medical billing and terminology.
- Medi-Cal and Medicare programs.
- Procedure and diagnostic coding.
- Personal computers and proficiency in Microsoft Office Suite applications, including Outlook, Word, Excel, and PowerPoint.

**Ability to:**

- Work cooperatively with others.
- Work as part of a team and support team decisions.
- Communicate effectively, both verbally and in writing.
- Adapt to changes in requirements/priorities for daily and specialized tasks.
- Perform alpha-numeric data entry proficiently.
- Perform with attention to detail.
- Organize and prioritize daily work, complete multiple tasks within established time frames.
- Communicate effectively, verbally and in writing.

- Maintain accurate records.
- Use clear notes or remarks to document relevant information.
- Exercise good judgment within scope of authority.
- Handle confidential issues with tact and diplomacy.

## Salary and benefits

**The starting salary range** is \$20.09 - \$26.11 per hour, depending on the candidate's work experience.

**Excellent benefits package** includes:

- HPSM-paid premiums for employee's medical, dental and vision coverage (employee pays 10% of each dependent's premiums)
- Fully paid life, AD&D and LTD insurance
- Retirement plan (HPSM contributes equivalent of 10% of annual compensation)
- 12 paid holidays a year, 12 paid sick days a year and paid vacation starting at 16 days a year
- Tuition reimbursement plan
- Employee wellness program

**To apply, submit a resume to [careers@hpsm.org](mailto:careers@hpsm.org).**

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