

## **Title: Medicare Claims Examiner**

**Location:** Remote

**Position Status:**  This is a temporary position on a 24 week contract

**Work Schedule:**

Regular hours are Monday - Friday between the hours of 8:00 am - 5:00 pm. Employees may need to adjust work hours to meet customer missions and during surge situations.

**Brief Job Description:**

The Claims Examiner is responsible for the accurate and timely processing of Medicare claims and adjustments.

**Duties and Responsibilities:**

- Tasks can include researching, initiating, correcting and adjudicating pended claims and adjustments
- Supportive documents and medical information are used to determine payment or denial of services based on CMS regulations and medical policy
- Maintains internal customer relations by interacting with various departments regarding claims issues, providing service as key contact for providers or members and working as directed with the vendors, researching, and ensuring accurate and complete claim information
- Contacts insured or other involved parties for additional or missing information; updating information to claim file with regard to claims status, questions or claim payments
- Performs other tasks as needed

**Education, Experience and Qualifications:**

- Must have Part A and/or Part B Claims Experience and previous M.A.C (Medicare Administrative Contractor) experience
- Must have Knowledge of claims processing or billing procedures
- Must have basic math and problem solving skills to identify and resolve problems with established desk procedures
- Knowledge of the Medicare processing systems, medical terminology and experience with CPT and ICD-10 coding are highly desired
- Previous PC experience using Microsoft applications is required
- A High School diploma or equivalent is desired
- Must pass drug screening
- Punctuality and regular attendance are required
- Grooming and dress must be appropriate for the position, must not be of an offensive nature, and must not impose a safety risk to self or others
- Demonstrates positive, polite, and professional behavior at all times when dealing with co-workers, customers, and all levels of management
- Communicates using clear, concise, and accurate English, both verbal and written are required

**Physical Requirements:**

Work may involve sitting or standing for extended periods of time. Position may require typing and reading from a computer screen. Must have sufficient mobility to include but not limited to: bending, reaching, climbing, turning, and kneeling to complete daily duties in a timely and efficient manner. There is a possibility

that due to parking availability and location of work, walking moderate to long distances may be required. Must be able to lift, move, and transport items frequently over 15 pounds.

**Work Environment:**

Generally, work is conducted in an inside office environment, but may also involve some outside work depending on the task. The inside environment may be a cubicle or office with close quarters, low to moderate noise, and bright or dim lighting. Outside work may include various environmental conditions including warm and cold climates and while on travel, some work may be conducted outside for military customers.

**Other Essential Functions:**

Employees may be required to travel for work related tasks. Reliable transportation to office or work site is required. When operating any vehicle for work purposes, the employee must wear a seat belt at all times. The use of cellular devices while operating a vehicle is prohibited.

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**At the time of hiring, employees are required to sign a written statement acknowledging that they are employed at the will of the company and are subject to termination at any time, for any reason, with or without notice, and with or without cause. Employees who do not have an individualized written employment contract or a collective bargaining agreement are employed at the will of the company and are subject to termination at any time, for any reason, with or without cause or notice. At the same time, these employees may terminate their employment at any time for any reasons.**