Downloaded from <https://www.velvetjobs.com/job-descriptions/analyst-claims>

# Example of Analyst, Claims Job Description

Our company is growing rapidly and is looking to fill the role of analyst, claims. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for analyst, claims

* Assists with quality data testing, regression testing, or as assigned
* Collectively collaborates with a team of payroll SMEs to proactively monitor internal controls to ensure accuracy, compliance, and timely execution of activity that could impact the system claims functionality
* Verify and update information related to data entry, submitted claims, authorizations and workflow processes to determine reimbursement eligibility
* Ensure payments/denials are processed in accordance with Provider contracts, authorizations, the company's New York policies and procedures and in compliance with NY State and CMS policies and regulations
* Analyze claims and report billing discrepancies for overpayments, retroactive termination errors, duplicate billing/payments, and coding errors
* Make sure Providers are in compliance with billing guidelines
* Clarify health insurance coverage regarding claims’ processing
* Maintain records, files, and documentation as appropriate
* Meet department production and quality standards
* Assist with administrative and operation activities

## Qualifications for analyst, claims

* Ability to interpret residential policy wordings
* Superior time management skills in order to successfully manage a large number of pending files
* CIP designation or workings towards
* Previous Claims exposure
* Operational business unit familiarity is preferred
* Ability to work having a high degree of accuracy