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# Example of Medical Claims Analyst Job Description

Our innovative and growing company is looking to fill the role of medical claims analyst. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for medical claims analyst

* Completes real time activities related to staffing –Ensures that recommendations for appropriate adjustments to leverage, skillchanges are occurring, as required
* Ensures that service level reports to scan for issues and anomalies, and reports perceived concerns to the Team Manager and/or client.(According to established escalation process)
* May conduct manual studies or analysis due to system short-falls
* Analyzes real-time schedule efficiency measurements key indicators such as service level, for continuous improvement
* Facilitate the transfer of information of helpdesk requests from Agents to technical support and ensures escalation on large-scale orglobal technical problems
* Ensures that appropriate exception codes are entered to maintain accurate real-time monitoring data
* Investigation of any deviations and enter exceptions in real time
* Work with Human Resources, Recruiting, and Training to coordinate the ID creation of new employee resources
* Help facilitate the ID Request process for System Access for all new hire, transfer, promoted and terminated employees, as needed
* Communicate with new hires on schedule process, as needed

## Qualifications for medical claims analyst

* Good writing skills, ability to develop presentations, brief proposals, protocols, and review guideline documents
* 3+ years of healthcare reimbursement experience such as provider contract development, healthcare claims analysis, medical billing/coding, patient accounting, claims auditing, and/or revenue cycle improvement
* Of mature disposition and personable
* A minimum of 5 years of medical malpractice and professional liability claims experience
* Strong written and verbal communication skills along with strong negotiation, litigation management and interpersonal skills
* Excellent organizational and computer skills combined with the ability and flexibility to work in a dynamic, challenging and fast-paced environment