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

# Example of Medical Claims Analyst Job Description

Our company is hiring for a medical claims analyst. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for medical claims analyst

* Maximize efficiency and occupancy while meeting service objectives
* Adjudicate medical claims in accordance with the medical plan document(s), administrative procedures, and software procedures
* Initiate corrective measures on claims processed incorrectly including requesting refunds, reprocessing claims with corrected information, and ensuring that all plan and administrative procedures regarding claims corrections are followed
* Provide back up to the Medical Claims Center’s Customer Service call lines
* Apply medical knowledge to research and respond to complicated claim and provider questions
* Assist in medical claim center administration in regard to repricing and other projects as assigned
* Maintain accurate project time logs to facilitate studies regarding claims volume capabilities
* Actively participate in continuous improvement efforts including initiating ideas to improve the quality and/or efficiency of the work performed in the Medical Claims Center
* Evaluate, analyze and recommend procedure coding guidance to support claim remediation efforts in cross-functional forums where coding issues are identified
* Analyze health plan claim denials and rejections and work with claims operations team to identify and remediate situations where CARC/RARC codes are associated with fee schedule or coding errors

## Qualifications for medical claims analyst

* Exposure to all insurance lines and claims involving the London ceded market helpful
* Ability to navigate within computer system environments without assistance
* Minimum five (5) years related insurance experience, required
* Medical malpractice insurance experience strongly preferred
* Minimum of 1 year forecasting and schedule and real-time adherence management experience (Mastery / CLEAR understanding of workforce management principles
* Ability to work independently (or as a team) and understand the impact of decisions made