



Example of Benefit Coordinator Job Description

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Our company is looking to fill the role of benefit coordinator. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for benefit coordinator

- Denial of claims for failure to provide information or maximum duration reached
- Proactively identifies potential fraudulent activities or trends at the claim level through review of annual update documentation
- Identify unknown contractual offsets through annual review requests, telephone interviews and push reports from vendors
- Makes settlement recommendations decisions promptly
- Meets and exceeds all required operational turnaround times, performance guarantees and quality audits
- Medically managing claims in conjunction with Clinical Resources and Team Manager thereby ensuring compliance with guidelines, procedures, and plan provisions
- This position also works collaboratively with the Legal and Government Relations team, various health system leadership, communications, finance and the Foundation
- The position assists with the development and execution of the Implementation Plan for Community Benefit ensure timeliness of reports, billing and/or program evaluation
- The Community Benefit Coordinator will address customer service issues, schedule, coordinate and attend relevant community and internal meetings and events
- This position will be responsible for tracking and entering community benefit activities into the reporting system via the Community Benefit Inventory for Social Accountability (CBISA) tool, ensures data integrity and information

Qualifications for benefit coordinator

- Good working knowledge of HRIS, preferably Oracle
- Strong organizational abilities (including the ability to handle multiple tasks/projects simultaneously), accuracy and attention to detail are required in this position
- Mathematical - Aptitude with numbers including the ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals
- Previous Pharmacy Benefit Management or Pharmacy experience preferred
- Requires ongoing learning in the pharmacy benefit management industry and continuous product knowledge development in the areas of PBM adjudication software, pharmacology, company specific product offerings, pricing components, and company capabilities and limitations
- Must be able to perform basic math calculations correctly and able to provide service to individuals or situations in a professional manner