



Example of Medical Claims Analyst Job Description

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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

- Quantify trends leveraging claims data which are negatively impacting expected payment or financial performance to lead collaboration and root cause analysis with cross-functional teams to drive improvement
- Establish standard medical coding guidelines for CareCentrix products defined by industry guidance published by CMS, AMA, or other governing or regulatory organizations, with clear documentation of supporting authority
- Perform ongoing independent research related to changes in industry standard medical coding and impact analysis with a focus on claims processing, potential internal and external stakeholder process changes which may be required
- Maintain CCX standard coding artifacts affected by changes implemented by governing bodies, new services to market, product enhancement or tailoring efforts or in support of new product development and develop education and communication materials for cross-functional audiences
- Evaluate all proposals which include procedure coding and provide a recommendation to align with regulatory/compliance, financial, and claims operational perspectives to support stakeholder requests
- Establish and maintain cross-functional relationships to address claims coding and associated rule issues facing the organization
- Troubleshoot software error reports, clearinghouse rejections
- Responsible for providing enterprise-wide reporting and oversight of federal and state regulatory implementation, compliance and exam activities
- Participates in enterprise-wide efforts to improve responsiveness to and consistency of company responses to market conduct exams, and provides

- Obtains and maintains an awareness of industry regulatory trends, organizational developments, and company strategies that could impact the success of regulatory projects

Qualifications for medical claims analyst

- High proficiency in other MS Office products
- Commitment to confidentiality and customer service
- Strong attention to details and the ability to process high volumes of work quickly and accurately
- Good time management and the ability to work within deadlines
- Analytical/investigational reasoning and problem-solving skills
- Above average keyboarding skills (speed and accuracy)