

Health Reinsurance Claims Data Specialist

Minneapolis, MN 55446

Full-time

Job brief

We are hiring a healthcare claims professional to administer reinsurance claims data reporting for excess risk and stop loss contracts.

This position will be located in our Plymouth, MN or East Norriton, PA office with remote opportunity possible for the right candidate. You will coordinate closely with team members in California, Kansas, Minnesota, and Pennsylvania.

To succeed in this role, you should be analytical, resourceful, and self-motivated. You should also be an excellent communicator who is willing to speak up and offer ideas and suggestions. You should possess a willing spirit and be ready to jump in and independently advance projects and key priorities.

This position provides the opportunity to join a growing team, interact with clients and implement our proprietary claim adjudication software. The role includes reinsurance claim adjudication for the right candidate.

Responsibilities

Promote, build, and maintain relationships with our clients and brokers.

Receive and interpret claim submissions in a variety of formats. Perform initial evaluation to ensure submissions are complete.

Coordinate data transmission with vendors while maintaining HIPAA security compliance.

Utilize proprietary claims software to upload, organize and track high volumes of data.

Create and analyze outbound claim reporting for key partners. Respond to inquiries and provide supporting details as necessary.

Collaborate in the implementation of Sequoia's proprietary claim adjudication software and systems. Work closely with senior claims staff to maximize efficiency and ensure all claim department needs are met.

Experience/Skills

2+ years' experience with high volume data sets, preferably including healthcare claims data

Knowledge of medical claims coding, including key data fields from professional, facility and pharmaceutical reporting.

Strong Microsoft Office skills, particularly Excel including pivot tables, Outlook, and Word

Strong written and oral communication skills

Skillful at managing multiple priorities and handling interruptions

Work independently and as part of a team

Can-do attitude is key; be eager to jump in and roll up your sleeves