



## Claims Examiner I

Position Title: Claims Examiner I  
Position Type: Full Time  
Location: Huntington Beach, CA or Arcadia, CA  
Reports To: Manager of Claims

### **About Clever Care Health Plan**

Clever Care Health Plan is a newly founded Medicare Advantage health plan serving Medicare beneficiaries in Southern California. Our employees are passionate in providing best services to our members and healthcare providers. Our three office locations are in Arcadia (Los Angeles County), Huntington Beach (Orange County) and New York City.

### **Job Summary**

Under close supervision, Claims Examiner I process non-complex paper or electronic claims, handling from inception to conclusion within established authority and guidelines.

This position requires considerable interaction with clients, claimants on the phone, with management, other Claims Examiners, and other staff in the office; therefore, consistently being at work in the office or home office location as applicable, in a timely manner, is inherently required of this position.

### **Functions & Job Responsibilities**

- Be familiar and comply with all company policies and procedures.
- Effectively manages a caseload of 50-150 claims a day
- Initiates and conducts claim investigation in a timely manner.
- Achieve claims processing standards for accurate and timely claims adjudication.
- Maintain claims processing standards to meet performance appraisal goals.
- Determines compensability of claims and administer benefits, based upon product benefits and CMS guidelines.
- Manages medical treatment and medical billing, authorizing as appropriate, with requests for surgical treatment to be referred to supervisor prior to authorizing.
- Communicates with provider regarding claims issues
- Computes and processes payment.
- Finalizes all claims and obtains authority as designated.
- Maintains documentation in file to reflect the status of and work being performed on the file.
- Communicates appropriate information promptly to the client to resolve claims efficiently.
- Involves supervisory staff when appropriate.
- Adheres to all Company policies and procedures.
- Participates in audits and file reviews, as needed.
- Performs other duties as assigned to include but not limited to assisting as a Claims Assistant.
- Essential job function.



### **Education & Experience**

- Associate degree, Bachelor's degree in related field (preferred); and one (1) year related experience; or equivalent combination of education and experience.

### **Knowledge/Skills/Abilities**

- Technical knowledge of statutory regulations and medical terminology.
- Familiar with CMS claims payment, billing guidance.
- Knowledge of CPT, HCPCS and ICD-10 diagnosis codes.
- Strong analytical skills, including the ability to analyze and organize data.
- Strong attention to detail.
- Excellent organizational, oral presentation and written and verbal communication skills.
- Proficiency in MS Office products, including PowerPoint, Excel, and Word (preferred).
- Ability to interact with persons at all levels in the business environment.
- Meets and consistently maintains production standards for Claims Adjudication.

### **Physical & Working Environment**

Typical Physical Demands.

Position requires a great amount of sitting and standing. Some lifting, stooping, bending, or reaching is required. May require lifting up to 15-30 pounds. Requires manual dexterity sufficient to operate a computer, calculator and telephone. Requires normal range of hearing and vision. Requires the ability to type and file.

Typical Working Conditions.

Work is performed in an office environment and/or remotely. The job involves frequent contact with staff and public. Work may be stressful at times. May occasionally work some irregular hours.

### **What's in it for you?**

1. A competitive compensation and benefits program.
2. Generous paid-time-off (PTO).
3. Ten paid holidays per year.
4. Excellent 401k saving plan, employer provides up to 4% match and employer contribution match is 100% immediately vested.
5. A work-life balance and much more!

Please email your resume directly to [hr@ccmapd.com](mailto:hr@ccmapd.com)

*Clever Care Health Plan Inc. is an equal opportunity employer and it is our policy to abide by all federal, state, and local laws prohibiting employment discrimination. All qualified applicants will receive consideration for employment.*