



Pre-Screen Claims Analyst

Job Summary:

The Pre-Screen Claims Analyst is responsible for managing the incoming mailbox, logging claim reimbursement requests, logging monthly reporting received and follow up for missing reporting and tracking claims for some clients. It is essential to prioritize the workload of the mailbox, recognizing reimbursement requests and handling as a priority. The Claims Analyst will have contact with Clients, TPAs, Broker and Policy Holders. Good communication skills are required.

Basic Function

- Responsible for accurate, timely screening and distribution of incoming electronic claims and correspondence.
- Maintain and log in monthly notifications and reporting into the Claims System and Active record in the activity log
 - Refer as necessary

Primary Responsibilities

- Manage all of the mailboxes
 - Ensure all emails received and reviewed/handled in the order they are received
- Manage the SFTP
 - Ensure all reporting received is pulled/saved
- Review incoming mail and e-mail correspondences from TPAs/brokers relating to notifications, claims and plan documents before entering into the appropriate databases.
- Set up/enter incoming claims
- Set up/enter incoming notifications
- follow-up information requests to the claims queue and claim systems for Auditor processing
- Perform any other job-related tasks

Technical Skills

- Basic computer skills using MS Office (Outlook, Excel, MS Word)
- Intermediate level experience performing data entry functions

Experience/Skills Needed

- Ability to work independently and within a team
- Willing to work on multiple tasks and projects with quality and accuracy
- Must be detail orientated
- Organizational and Time Management Skills.

