

POSITION DESCRIPTION

POSITION TITLE: Medi-Cal Claims Examiner I **REVISED:** March 24, 2011
JOB STATUS: Non-Exempt **REVIEWED BY:** _____
REPORTS TO: Claims Medi-Cal Supervisor **APPROVED BY:** _____

POSITION PURPOSE

To accurately review, research and complete designated Medi-Cal pended electronic and Imagenet claims within established time frames, applying appropriate program policies and procedures. Designated Medi-Cal claim types include: medical, ancillary, long term care, other coverage, electronic crossovers, CHDP, encounter data, substance abuse and batch claims.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Review, research, and resolve pended claims for Medi-Cal types: medical, ancillary, long term care, CHDP, encounter data, other coverage and batch claims within established production and quality standards. Batch claims examining includes completing claims from the Batch Error Report and Batch Pass Report.
- Route claims to appropriate PHC departments and internal staff for additional review. Follow up and complete claims once response to request has been received.
- Follow established PHC policies and procedures, PHC Claims Operating Instruction Memorandums, State of California Medi-Cal Provider Manual guidelines, Title 22 regulations and CMS guidelines when resolving pended claims.
- Generates claims correspondence as needed.
- Records daily production statistics and related activities on appropriate reports. Turn in all logs and reports in to the Medi-Cal Claims Supervisor.

SECONDARY DUTIES AND RESPONSIBILITIES

- Participates in special projects and assignments and required.

POSITION TITLE: Claims Examiner I (cont.)

HIRING CRITERIA

Education and Experience	High School diploma or equivalent. Prefer prior claims examining experience in an automated claim environment; or Equivalent combination of education and experience.
Special Skills, Licenses and Certifications	Knowledge of CPT, HCPC procedure coding and ICD-9 diagnostic coding. Knowledge of medical terminology. Ability to access coding reference guides for accurate information. Typing speed 30 wpm and proficient use of 10-key calculator.
Performance Based Competencies	Effective written and oral communication skills. Ability to effectively exercise good judgment within scope of authority and to handle sensitive issues with tact and diplomacy. Good organization skills. Ability to accurately complete tasks within established times.
Work Environment And Physical Demands	Ability to use microcomputer keyboard. More than 80% of work time is spent at a video display terminal. When required, ability to move, carry or lift objects of varying sizes weighing up to 5 lbs.

All Healthplan employees are expected to:

- Provide the highest possible level of service to clients;
- Promote teamwork and cooperative effort among employees;
- Maintain safe practices; and
- Abide by the Healthplan's policies and procedures as they may from time to time be updated.

IMPORTANT DISCLAIMER NOTICE

The job duties, elements, responsibilities, skills, functions, experience, education factors and the requirements and conditions listed in this job description are representative only and not exhaustive of the tasks that an employee may be required to perform. The Employer reserves the right to revise this job description at any time and to require employees to perform other tasks as circumstances or conditions of its business, competitive, or work environment change.