

Claims Auditor

Full-Time w/ Benefits. Telecommute from home available for Candidates Residing in California.

This position is *not* eligible for sponsorship

Who We Are

Founded in 1987, the Health Plan of San Mateo (HPSM) is a managed care plan that offers health coverage and a provider network to San Mateo County's underserved Medi-Cal population. We have a culture focused on kindness, advocacy, and pride in our mission.

We believe that *Healthy is for everyone*—and we fight to make that possible.

Over 90% of our employees say that they take *pride* in the work they are doing at HPSM.

Come find out why we love to do what we do.

The Role

The Claims Auditor will perform concurrent and retrospective review of claims processed by all areas of the Claims Department. Train and/or retrain staff on policies and procedures related to claims processing; and log, track, and report all audit activity and provide information to the Claims Supervisors, Managers and others as required.

Your job duties will include:

- Performing an appropriate number of audits on a timely basis, based on retrospective accuracy percentages of each incumbent.
- Performing concurrent, retrospective and preventive review of claims processed by all levels of Examiners, claims processes, and claims transmitted via OCR.
- Handling responses/appeals to audit findings.
- Assisting in the review and maintenance of auditing guidelines, including the audit tracking database and make recommendations to the Claims Managers to increase the accuracy of claims processed.
- Logging, tracking, and reporting all audit results and provide information to the Claims Managers and others as needed.
- Performing pre-audit review of targeted claims for scheduled audits.
- Recommending areas in need of additional training and/or close oversight based on the trending and analysis of audit results.
- Handling urgent and/or sensitive issues, including PCIs, projects, and escalated calls.
- Maintaining working knowledge of policies and procedures for standard work processes in the Claims Department.
- Processing claims on an occasional basis to maintain skills.

Qualifications

The following represents the typical way to achieve the necessary skills, knowledge and ability to qualify for this position.

Education and Experience:

- Two (2) to Three (3) years of experience in health claims processing/adjudication or auditing required.
- One (1) year of audit experience is preferred.
- One (1) year of processing claims based on Medi-Cal or Medicare policy is preferred.
- College degree is a plus.

Knowledge of:

- Personal computers and proficiency in Microsoft Office Suite applications, including Outlook, Word, Excel, Access and PowerPoint.
- Medicare and Medi-Cal programs.
- Medical billing and terminology.

Ability to:

- Work cooperatively with others.
- Work as part of a team and support team decisions.

Posted on:

- Communicate effectively, both verbally and in writing.
- Adapt to changes in requirements/priorities for daily and specialized tasks.
- Work in a fast-paced, highly pressured, and changing environment.
- Analyze/evaluate information.
- Interpret policies and procedures.
- Produce basic logs and reports.
- Interact effectively with others and be a team player.
- Communicate efficiently orally and in writing.
- Organize workload.
- Work independently, using sound judgment.

Compensation and Benefits

Starting Compensation Range: Depending on Experience

Benefits Information: Excellent benefits package offered, including HPSM paid premiums for employee's Medical, Dental and Vision coverage. Employee pays a small portion of the dependent premiums (10%) for medical and dental benefits. Additional HPSM benefits include fully paid life, AD&D, and LTD insurance; retirement plan (HPSM contributes equivalent of 10% of annual compensation); 457(b) plan; holiday and vacation pay; tuition reimbursement plan; and more.

How to Apply

Application Process: To apply, submit a resume and cover letter to careers@hpsm.org.

The Health Plan of San Mateo is proud to be an Equal Opportunity Employer and is an affirmative action employer. We are committed to equal employment opportunity regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity or Veteran status.