



## **JOB ANNOUNCEMENT**

**For Internal and External Candidates**

### **CLAIMS DATA ENTRY CLERK**

**Department:** Member Benefit Systems  
**Reports To:** Claims Supervisor  
**Closing Date:** Open Until Filled

Become a part of EMI Health's growing organization. EMI Health is an employee benefits firm providing insurance products to companies and individuals in Utah, Arizona and Texas. We provide our employees with an outstanding benefit package that includes paid medical and dental coverage for employees, paid time off, holiday pay, vision, life, disability, HSA and retirement savings plans. In addition, we provide our employees with a fully equipped onsite fitness center and subsidize mass transit passes. We are a tobacco free workplace, hiring non-tobacco users only.

EMI Health is an EEO employer as defined by the EEOC.

**SUMMARY OF JOB:** Under the direction of the Claims Supervisor, the Claims Data Entry Clerk uses the computer to enter medical, dental and vision claim information into the claims adjudication system and performs clerical duties as assigned. This is a full-time, non-exempt position. Hours are generally 8:00 a.m. to 5:00 p.m. Monday through Friday.

#### **PRIMARY RESPONSIBILITIES:**

- Uses computer to enter medical, dental and vision claim information into the claims adjudication system.
- Reviews electronic and paper claims for accuracy, correct provider assignment, eligibility and completeness.
- Follows established procedures to resolve discrepancies.
- Identifies the need for coordination of benefits, additional patient or provider information or other documentation needed to process claims.
- Performs clerical duties as assigned.
- Attends department meetings and training sessions.

#### **EDUCATION, EXPERIENCE AND QUALIFICATIONS:**

- High school diploma or GED or one or more years of related experience and/or training; or equivalent combination of education and experience.
- General knowledge of medical, dental, and vision terminology, coding, and health insurance benefit plans, preferred.
- Strong attention to detail and self-motivated.

#### **APPLICATION PROCEDURE:**

Submit cover letter and resume to [mdukatz@emihealth.com](mailto:mdukatz@emihealth.com).

***Current employees must have completed their six month probationary period before applying for any position vacancy and must be "Meets" or above on their last performance review.***