



JOB ANNOUNCEMENT

For Internal and External Candidates

DENTAL CLAIMS EDITOR I

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 Dental Claims Editor I resolves and adjudicates dental insurance claims. 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:

- Reviews electronic and paper insurance claim forms and related documents for completeness.
- Determines and understands the coverage provided under a member's plan to determine if claims are payable according to EMI Health's guidelines, policies and procedures.
- Exercises claim judgement within policy guidelines to makes claim payment decisions to pay, request additional information or deny a claim.
- Resolves exceptions and pends for dental claims to a pay, pend, or deny status in a timely and accurate manner.
- Handles claims in the "Bad Data" queue.
- Assists team members in support of achieving department and office goals.
- Attends department meetings and training sessions.

EDUCATION, EXPERIENCE AND QUALIFICATIONS:

- High school diploma or GED or two or more years of related experience and/or training; or equivalent combination of education and experience.
- General knowledge of dental terminology, ADA/CDT coding, and dental insurance plans and benefits.
- General knowledge of Coordination of Benefits rules, preferred.
- General knowledge of orthodontic claims adjudication, preferred.

APPLICATION PROCEDURE:

Internal candidates submit an Application for Position Vacancy to Margaret DuKatz. External candidates apply online at <https://emihealth.com/emi/about/opportunities>.

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.