



JOB ANNOUNCEMENT

For Internal and External Candidates

MBS TRAINER

Department: Member Benefits Systems
Reports To: Office Manager
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 Manager/COO the MBS Trainer will deliver and/or facilitate training sessions to new and existing employees claims editors and processors and develop curricula to ensure the successful transfer of learning from the classroom back to the job. The MBS Trainer is also responsible for all claim system related issues with the claim payment system vendor and other EMI Health departments.

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:

- Responsible for overseeing the training program and training content for the MBS department.
- Coordinates all claims system related issues and updates.
- Manages projects for the MBS department.
- Responsible for Policy and Procedure management.
- Oversees quality assessment of staff output to ensure that staff meets quality standards.
- Works with Internal Audit on Monthly Large dollar and internal audit findings
- Evaluates processes for improvement and supports all departmental initiatives in improving overall efficiency.
- Resolves issues, questions, and research items received from other departments.
- Develops and provides reports and makes recommendations to management.

EDUCATION, EXPERIENCE AND QUALIFICATIONS:

- Associates degree (Bachelors preferred) or minimum of five years related experience in a similar position; or equivalent combination of training and experience.
- Working knowledge of claims payment systems.
- Thorough understanding of CPT, HCPCS, ICD9/ICD10 and ADA coding procedures and guidelines.
- Knowledge of terminology specific to medical, dental, and vision benefits.

- Knowledge of State and Federal regulations related to the health insurance industry. (COB, Medicare, COBRA, ACA, HIPAA, etc.)
- Advanced communication skills, both written and verbal, with precision in grammar.
- Ability to present clearly and effectively in small and large settings to customers, clients and employees of the organization.
- Advanced computer skills including Microsoft Office, Outlook, and Windows.
- Ability to motivate and engage employees

APPLICATION PROCEDURE:

Submit cover letter and resume to pgriffie@emihealth.com