

**Job Profile for Medical Claims Management Officer**

Responsible for Proactively manage health claims to ensure settlement at the optimum cost while delivering financial savings through cost saving initiatives.

**Role Qualification:**

- **Academic/Professional:** MBBS from a reputable University
- **Work experience:** Minimum of 3-5 years total work experience with at least 1 year experience in related job role.

**Key Responsibilities:**

- Manage hospital claims and individual re-imburement claims for Domestic and International products.
- Perform claims review using clinical judgement to establish medical necessity and appropriateness of services in compliance with established medical policy, standards and member's benefits.
- Review and approve claims within a specified threshold
- Responsible for the reconciliation of Claims with service providers
- Responsible for the notification, communication, and dispatch of claims vouchers/cheques to providers
- Responsible for the dispatch of re-imburement payment vouchers to individuals
- Manage the payment of claims with the Financial Control Unit
- Proactively manage claims to ensure settlement at the optimum cost while delivering financial savings under cost saving initiatives
- Investigate and undertake background check and research of complicated claims within a stipulated timeline
- Ensure compliance with health regulations
- Implement changes based on claims and billing requirements
- Provide support to other teams by analyzing data and sharing insights for key decisions i.e Provider re-categorization, Renewal of Premium for clients and Pricing for new products

**Required Competencies**

- Technical knowledge of medical claims or health operations
- Basic knowledge of basic medical terminology
- Ability to analyse and interpret data
- Good knowledge of diagnostic coding systems and coding procedures
- Technology savvy with strong MS Office skills ( Word, Excel, Outlook) and Data processing
- Must be customer focused
- Good communication skills

Interested Applicants should send their CVs to [jobtalentrecruit@gmail.com](mailto:jobtalentrecruit@gmail.com) stating the role applied for as subject of mail. i.e. "Medical Claims Management Officer"