

Claims Manager

Our company is built on more than 100 years of collective experience in the managed care (healthcare) industry. We specialize in managing independent groups of physicians with both commercial and senior managed care (HMO) patients.

We have an opportunity for the right qualified candidate who is results-oriented and organized with exemplary interpersonal skills. Our **Claims Manager** will supervise the claims department duties such as: coaching, training, motivating, and performance reviews. Responsible for monitoring work of examiners for quality, productivity & compliance with HMO and HCFA regulations in addition to training and special projects.

Principal Responsibilities:

- Oversees all workflow in claims department per HMO Guidelines and HCFA and DMHC regulations.
- Conducts audits of claims payment and customer service policies, implementing plans of improvement.
- Monitor and train staff to ensure compliance with Company policies and procedures.
- Plans, directs, and implements procedures that will assure accurate and timely payment of claims.
- Must have strong management, organization, communication, and decision-making skills.

Requirements:

- Five or more years practical work experience in a HMO claims and service environment.
- Medical Coder Certification required.
- Ability to plan, direct, and implement procedures that will assure accurate and timely payment of claims.

Our leadership operates within the highest level of integrity and respect, empowering staff with a strong support system. We are offering a solid opportunity with a growing company including full benefits, paid holidays and a competitive compensation within a progressive, friendly work environment.

If you consider yourself a qualified, stellar candidate driven to demonstrate your initiative and reliability, please submit your resume with "**Claims Manager**" as the subject to jobs@pdtrust.com.

Thank you for your interest in joining our team; we look forward to hearing from you!

~Equal Opportunity Employer~