

The Fund has an immediate opening for a **Sr. Claims Processor (Team Lead), Level 6.**

The essential functions of the position include, but are not limited to:

**Extensive use of multiple electronic systems to:**

- Process death claims in the basys system and maintain related files. Gather all necessary information and documents to process these claims.
- Process extension of medical benefits claims. Evaluate requests from Blue Cross, Customer Service and Benefit Recovery Departments for claims supplements, history conversions, or re-processing of claims.
- Investigate and update forms for participants requesting extended medical benefits. After review of information by the Medical Director, update basys and send the participant a letter advising of the results of the review.
- Record information regarding the status of reversal sent to Blue Cross Blue Shield of Michigan.
- Perform other duties as assigned.
- The Senior Claims Processor is cross-trained to process medical, dental, and Loss of Time (LOT) claims.
- Review medical claims to ensure completeness and accuracy.
- Authorize claims for payment or reject payment and update the claim with the appropriate rejection code.
- Place in hold status any claim that requires review or correction. Update system to document status of claims sent to Blue Cross Blue Shield (BCBS) for reversal.
- Process dental claims. Return to Delta Dental or the provider those claims that cannot be processed by MCTWF staff.
- Access the CVS/Caremark system to check National Drug Code numbers to determine the co-pay on prescriptions that require manual processing
- Update Basys system to reflect that a participant and/or dependent is not eligible for coverage of claims for services covered by a work, auto, or third - party claim. Notify Benefit Recovery of update for pursuit of overpayment as appropriate.
- Update system to document status of claims sent to Blue Cross Blue Shield (BCBS) for reversal.
- Process Loss of Time (LOT) claims on the Basys system. Review each submission for

accuracy and updated information. Verify eligibility and perform system updates. Notify Benefit Recovery of changes in eligibility for pursuit of overpayment as appropriate.

- Process initial Total and Permanent Disability (TPD) claims in the Basys system and maintain related files. Gather all necessary information and documents to process these claims.

**Investigation of claims:**

- Conduct investigation of participants who have other insurance coverage to determine coordination of benefits (COB). Gather all necessary information and update Basys and PCMACS systems accordingly. Process claims placed on hold pending outcome of COB investigation.

**Monitor and follow-up on correspondence:**

- Review and distribute responses to letters requesting additional information. Update Basys system based on the information received. Monitor all incoming faxes for distribution to staff. Send claims to the appropriate area for processing.

Perform other duties as assigned.

Interested candidates must contact the Human Resources Department in writing and/or via email.