The Boon Group, Inc.
Admin – Claims

Job Summary
This Claims Admin provides administrative support to the Claims department under direct supervision.

Essential Duties & Responsibilities
- Enters provider information into the claims processing system accurately, meeting deadlines;
- Prints, sorts and/or faxes checks and EOBS;
- Researches unprocessed claims and returned mail to find and correct the address within the claims processing system;
- Sorts and distributes incoming mail
- Provides either paper copies or screen shots of claims for claims auditing
- Pulls the claims for the Claims Processors & Benefit Services call actions
- Files, copies, faxes, prepares letters, prints, mails, creates reports and other administrative duties
- Printing medical reimbursements and hour bank reports
- Provides and/or processes reports as requested
- Cross trains and assists with department overflow and works overtime as needed based on business needs
- Performs other duties as assigned.
Knowledge, Skills & Abilities
- MS Office (Word, Excel & Outlook) skills
- Ability to type 45 wpm with minimal errors
- Knowledge of a variety of office equipment
- Ability to be detail-oriented, organized and meet required deadlines
- Knowledge of medical terminology, such as ICD-9, CPT, HCPC and Revenue Codes preferred.
- Ability to work overtime as needed.

Education & Experience
- High School Diploma or GED.
- 1 year of previous office and/or administrative experience preferred.
- Previous insurance and/or claims experience preferred.

Physical Demands:
- Very little physical effort
- Sitting for up to 8 hours
- Repetitive motions

Disclaimer
The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.