



Cypress BENEFIT ADMINISTRATORS

Job Description

Job title: STOPLOSS SPECIALIST
Reports To: SUPERVISOR - MARKETING & STOP LOSS

Summary:

Responsible for monitoring our clients' loss thresholds based on the stop loss protection policy. If a client should experience an excess loss, the Specialist prepares the file to submit to claim benefits on behalf of the client.

Essential Duties and Responsibilities

Specific Filings:

- Track and log new shock members for monthly reporting purposes.
- Work with Finance to track and coordinate weekly funding of "level" stop loss contracts.
- Identify members that have reached their specific deductible and notify appropriate departments for the management of those files.
- Submit proof of loss and any other needed documentation required by the stop loss carrier for reimbursement to the group.
- Follow up with any additional information needed by carrier as needed.
- Track filings and reimbursements for turnaround time and complete any appeals as needed.
- Distribute reimbursements and reconcile accounts.

Aggregate Filings:

- Identify year-end or monthly aggregate filings.
- Prepare claim submissions for aggregate based on carrier requirements.
- Distribute reimbursements and reconcile accounts.

Vendor Relations:

- Maintain Stop Loss partnerships and keep individual carrier procedural requirements updated.
- Documentation of issues and trends in the stop loss market.
- Track market loss ratio.

Customer Service:

- Must be able to assess internal and external customers' needs and respond to inquiries both timely and professionally.
- Strong emphasis on verbal communication with our clients, stop loss markets, vendors and departments within our organization.
- Collaborate with Operations and Sales for end of contract reviews.

Performance Dimensions:

The position requires strong organizational skills, a commitment to detail and the ability to prioritize on a daily basis to meet deadlines. Good computer skills, with an emphasis on Excel is essential. Interpersonal communication, both verbal and written are required.

Education and/or Experience:

High school diploma, Associate Degree or higher, with a minimum of 1 years' experience processing medical claims is required.

Language Skills:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures. Ability to run reports and review business correspondence and interpret medical benefit summaries.

Mathematical Skills:

Ability to calculate and create formulas; such as, percentages, turn around and general accounting balances in order to produce metrics reports and reconcile financials.

Other Qualifications**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Ability to sit for extended periods of time, frequent mental and visual concentration are required for computer usage.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is performed largely in an office environment. Hours of work will generally be during regular business hours and average at least 40 hours a week. There will be some variation in work hours due to deadlines, special projects and other concerns.

Posted date: 1/14/2016

Please contact Lisa Welch, Supervisor - Marketing & Stop Loss if you are interested in this position.