



## TPAC Underwriters Seeks a Full-Time Medical Claims Examiner

**Position:** Full-Time Medical Claims Examiner

**Location:** Blaine, MN (Preferred)

### Summary of Responsibilities

The Medical Claims Examiner audits and makes reimbursement recommendations on Specific and Aggregate stop loss claims and performs high dollar claim reviews on our level funded Spaggregate® product. The position reviews Case Management notes and medical records to determine the appropriate case reserve. The Medical Claims Examiner must possess good organizational and prioritizing skills with the ability to manage multiple duties with close attention to detail. This position requires the ability to work both independently and as part of a team.

### Knowledge, Skills and Abilities

- Knowledge of Stop Loss Claims or Stop Loss Industry
- Knowledge of PPO pricing
- Knowledge of regulatory guidelines/mandates (e.g. HIPAA, Timeline Standards, COBRA)
- Working knowledge of Hospital Revenue Codes, Occurrence & Condition Codes, CPT/HCPCS codes, ICD 10 Diagnosis Codes.
- Ability to interpret and understand Plan Document wording and the application of provisions such as eligibility, coordination of benefits and Third Party Liability
- Ability to interpret and understand Stop Loss Contracts
- Strong understanding of medical terminology
- The ability to review medical records and research by diagnosis and treatment to determine the expected cost of treatment.

### Qualifications

- Excellent verbal and written communication skills
- Proficiency and experience using Microsoft Office
- A minimum of 3 to 5 years experience processing first dollar medical claims or stop loss claims processing
- Medicare pricing and/or PBM experience a plus

If you're interested in the Medical Claims Examiner position, please submit your resume to [hr@tpac.com](mailto:hr@tpac.com).

### About TPAC

*TPAC Underwriters, Inc. is a Managing General Underwriting firm located in Minneapolis, Minnesota.* In business since 1991, TPAC is steadfastly committed to changing the way healthcare is financed, disclosed and delivered, both in our community and across the country. We need people who value **honesty** and transparency; people who take **ownership** and responsibility of whatever they are doing. We seek individuals who value all people and interact with **humility** and **respect**; people who love to dig deep into issues, who are **curious** and who understand life is about more than work. There is a world out there that needs you. Please join us!