

CLAIMS SPECIALIST I**NATURE OF WORK IN THIS CLASS:**

This is routine technical work involving the processing of medical claims for health care financing programs of the Department of Public Health and Social Services and the Guam Memorial Hospital Authority.

Employees in this class perform routine duties independently, after initial training, and work under close supervision on more complex assignments.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Screens medical claims for accuracy and completeness.

Performs pre-payment review of claims to ensure that program rules and regulations are followed by providers.

Reviews and processes incoming claims, making decisions on disposition of claims by following guidelines as established in federal and local assistance programs.

Does both manual and computerized claims processing.

Reviews claims rejected by the computer system by verifying claims with reference files, and using proper reason codes to pay, return or deny claims.

Codes routine diseases/conditions using the International Code of Diseases Manual.

Analyzes rejections and denials received from third-party payor to ensure appropriate steps are taken to expedite claims processing. Forwards all denials to the Medical Records Department for review and possible charge recovery.

Adjusts hospital claims manually; deletes services not covered using the proper reason codes; adjusts pricing to rates allowed by law or regulation.

Records processing activities on summary sheets of provider folders and makes necessary documentation on individual claims

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of general office practices and procedures

Ability to learn and apply local and federal assistance programs and departmental policies and procedures.

Ability to grasp, analyze and evaluate simple problems in claims processing.

Ability to operate standard office machines and basic computer related equipment.

Ability to perform arithmetic computation with fair accuracy.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

A) One year of general experience involving arithmetic computations, medical terminology, and public contact work;

or

B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities, and skills.

ESTABLISHED: JUNE 1990

AMENDED: SEPTEMBER 1994

TOTAL POINTS: 141

PAY GRADE: F



ELOY P. HARA
Executive Director
Civil Service Commission