

Claims Processor – Entry Level

Are you interested in data processing in the employee benefits field? Do you like working with data, applying decisioning rules and researching to find answers? Do you have exceptional attention to detail for even the smallest of things? Are you interested in how flexible spending accounts, health reimbursement accounts, and transit accounts work? Then, you'll really enjoy working with us! We'll take your training & development seriously and provide one-on-one coaching and support to bring you to the next level in your career and professional development.

Benefit Allocation Systems is looking for a **Claims Processor**. The **Claims Processor** is an entry-level position responsible for accurately compiling, reviewing, deciding, and entering flexible spending account, health reimbursement account and transit account claims. The **Claims Processor** reviews claim documentation submitted by client participants, enters claims data and decisions submitted claims to ensure that reimbursement requests are substantiated, accurately entered, and properly paid.

BAS will support you with **great working conditions, a brand-new laptop, remote work capabilities, state of the art phone system and other tools of the trade.**

We'll support you with **leading technologies** for your laptop, phone system and other mission-critical equipment to ensure uptime and eliminate the frustrations that are commonly associated with employers not providing the best-of-the-best employee support. And of course, we'll support you with our 401(k) with fully-vested matching contribution, generous PTO policy and awesome coworkers.

This position will be remote for the foreseeable future, with in-office training as needed. The business is located in King of Prussia, PA.

About BAS

BAS develops and supports one of the nation's leading Software as a Service employee benefit administrative solutions for employers called MyEnroll³⁶⁰.

MyEnroll³⁶⁰ provides clients with a private, secure online system for their employees' benefit plan enrollment and administration. Clients use MyEnroll³⁶⁰ to communicate with BAS so BAS can provide administrative services for employer-provided insurance benefits.

Main Duties and Responsibilities of Processor, Claims Services:

- Review submitted claim forms and supporting documentation for accuracy and completion
- Decision submitted claims based on client and IRS rules
- Identify missing information for unsupported claims
- Enter new claims for decisioning and payment
- Handle administrative processes related to claims
- Review emails and save claim images
- Learn client specifics to understand administration needs and match to BAS services
- Maintain organized and updated files properly utilizing tracking tools
- Research claims as needed with department assistance in order to reply to individual client or participant inquiries
- Perform special projects, assist with large mailings, and other duties as assigned.

Characteristics

- Patient & Friendly
- Attention to Detail
- Organized
- Flexible

- Calm Under Pressure
- Multi-Tasker
- Quick Learner
- Good Listener
- Positive Demeanor
- Follows Directions

Skills

- Excellent computer skills
- Excellent data processing skills
- Intermediate business telephone skills
- Knowledge of Word®
- Excellent Excel® skills
- Efficient time management
- Highly organized
- Exceptional attention to detail
- Operate multiple computer applications & windows
- Balance quality with performance

Requirements

- College degree preferred but not required
- Some benefits experience preferred but not required
- Sit/Stand in front of a computer for extended periods of time
- Maintain confidentiality and privacy as required by regulations and company policy
- Punctual & professional behavior

Benefit Allocation Systems, LLC is an Affirmative Action and Equal Opportunity Employer/Veterans/Disabled. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, or protected veteran status and will not be discriminated against on the basis of disability. For questions, please contact the BAS Affirmative Action Officer at 800-945-5513.