

Medical Claims Adjuster

Kansas City, MO

Wilson-McShane Corporation, a third party administrator for Taft-Hartley Benefit Funds, is seeking a full charge (M-F, 8-5) Claims Adjuster.

Essential Duties and Responsibilities include the following. Other duties may be assigned:

- Processes medical and short-term disability claims.
- Answers high volume telephone calls from participants and providers with benefit questions.
- Meets with participants on a regular basis to answer benefit questions.
- Follow all HIPAA compliance guidelines to ensure protection of participant protected health information.

Qualifications:

- Minimum of two years medical claims paying experience.
- Ability to read and interpret documents such as Summary Plan Description and procedure manuals.
- Computer Skills: Proficiency with Microsoft Office. Quick learner of other computer applications.
- Ability to travel up to 5%