

## **ANCILLARY EXAMINER**

The primary responsibility of this position is to process dental claims, pre-treatments and adjustments in accordance with established accuracy and turnaround time requirements. After training, this position telecommutes from home.

### **Job Responsibilities** *(including, but not limited to)*

- Review all dental workbasket claims for coverage under the plan document or plan document checklist and adjudicate them accordingly.
- Initiate dental claim investigations when appropriate for other insurance, student status and other additional information.
- Review pre-treatment requests and x-rays submitted with claims. Complete x-ray review form to be scanned to the claim and return x-rays to providers.
- Review dental letter responses and process any related claims.
- Adjust dental claims and, if necessary, request overpayments.
- Process invoices for case management and for medical records.

### **Job Requirements**

- High School Diploma or equivalent.
- One or more years' experience in the dental industry, preferably in dental assisting. The candidate must hold a current radiographer's license or be willing to obtain one.
- One or more years in the health insurance industry preferred, particularly in the claim review or customer service areas where benefit interpretation is practiced and industry coding knowledge is applied.
- Strong keyboarding skills with knowledge of Windows and Microsoft Office (Outlook, Word, Excel, Explorer). Experience with the Genelco claims adjudication software preferred.
- Knowledge of industry coding and operating standards (e.g., CDT, HCPCS, CPT) preferred.
- Strong analytical, organizational and decision-making skills.
- Ability to comply with established production and accuracy standards.

If you have any questions regarding a specific job position or completing the [MedBen Employment Application](#), please contact MedBen Human Resources Generalist Pam Johnson at (740) 522-7552 or [pjohnson@medben.com](mailto:pjohnson@medben.com).

*MedBen is an equal opportunity employer, and we consider applicants for all positions without regard to race, color, religion, gender, national origin, age, marital or veteran status, the presence of a non-job related medical condition or disability, genetic information or any other legally protected status.*

**ISO 9001 CERTIFIED**