

ADMINISTRATOR

The Administrator position is responsible for the data entry and processing of mail, claims and other correspondence.

Job Responsibilities

- Processes additions and/or changes to ensure that all eligibility requirements are being met.
- Processes information from phone docs, emails and workbaskets to maintain current eligibility.
- Reviews all outgoing mail as a double check procedure to ensure accuracy as needed.
- Processes new employee enrollment applications.
- Processes eligibility information for all new business.
- Processes monthly dependent terminations due to age requirements.
- Processes and monitors the daily error reports for the Administration unit.
- Reviews and processes FSA/HRA reimbursement forms to determine eligibility.
- Reviews and processes FSA Debit Card claims to determine eligibility.
- Uses internal administrative procedures, manuals and documents and legal and industry-related documents. Calculates Creditable Coverage Certificate credit.
- Processes claim workbaskets according to specified timeframes.

Job Requirements

- High school diploma or equivalent.
- Excellent problem solving and communication skills.
- Maintain procedural and data accuracy including timeframes established by the department.
- Ability to understand and comply with deadlines.
- Knowledge and experience working in Windows, Word, Excel, and other similar PC based programs

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.

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