

## Position Description

**Position Title:** Stop Loss Coordinator  
**Department:** Claims  
**Position Location:** Remote  
**Position Classification:** Hourly

**Date:** March 19, 2024  
**Reports to:** Manager, Claims Risk Management

### JOB SUMMARY

This position is responsible for the submission of stop loss claims for reimbursement. This position also works closely with other departments to coordinate funding of stoploss claims and distributes reimbursements once received from the carriers.

### SPECIFIC DUTIES

- Prepare and file specific and aggregate claims under the clients' stop loss policies and process reimbursements as they are received.
- Monitor pending submissions of specific and aggregate claims and respond to carrier requests for additional information.
- Support Accounting with the advance funding process.
- Notify internal staff of groups with expiring stop loss contracts and assist with monitoring outstanding claim and fee payments to ensure coverage under the specific or aggregate.
- Maintain group TPA File Maintenance screens based upon new group and renewal notification.
- Review excess stop loss contracts to ensure they match the group notifications.
- Monitor monthly aggregate claim levels and submit aggregate reports to carriers each month.
- Assist with excess stop loss carrier audits and report audit findings to management.
- Assist with new group and new carrier implementation processes.
- Maintain and revise internal reference documents.
- Understand and comply with MedBen's ISO procedures and work in compliance with them.
- Completes other duties as assigned.

### PREFERRED KNOWLEDGE, SKILLS, AND EXPERIENCE

- High School Diploma or equivalent.
- One or more years' experience in the health insurance industry.
- Three or more years' experience in the administration of excess stop loss arrangements preferred.
- Ability to read and interpret reference manuals and benefit documents.
- Strong keyboarding skills and knowledge of Windows and Microsoft Office (Outlook, Word, Excel, Explorer).
- Strong oral and written communication skills
- Detail Oriented
- Ability to work with minimal supervision.
- Strong organizational skills and the ability to handle a wide range of responsibilities.

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## **SCHEDULE**

Individual team member schedules vary in order to cover department hours of 7:00 am – 5:00 pm Monday – Friday. Due to high volume business need, this department has vacation blackout periods during December 15<sup>th</sup> – January 15<sup>th</sup> and July 1<sup>st</sup> – July 15<sup>th</sup>.

If you have any questions regarding a specific job position or completing the [MedBen Employment Application](#), please contact MedBen Human Resources Manager Jill Evans at (740) 522-7382 or [medbenhr@medben.com](mailto:medbenhr@medben.com).

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