

Job Title: Stop Loss Coordinator
Job Location: Charlotte, NC
Company Website: www.90degreebenefits.com



Company Summary:

90 Degree Benefits is a health benefits company that specializes in designing health plans and administering benefits for self-funded employers. With a fully integrated, comprehensive medical risk management program that improves health care outcomes for plan participants, the 90 Degree Benefits team of experts is able to significantly reduce claim costs for employer clients. Like all of the 90 Degree Benefits locations, the Charlotte, NC office serves employers and their members both locally and nationwide. As leaders in the industry, the 90 Degree Benefits team in Charlotte takes pride in guiding clients on the road to achieving more with their health plan.

Position Summary:

90 Degree Benefits is seeking a full-time Stop Loss Coordinator to join our team. This is a non-exempt position that will be working with our Chief Operations Officer and sales team. Applicant must have at least 2 years of experience in a similar role. This position is responsible for filing, processing, posting claims and reporting information to the clients and carriers. Convenient office location in southwest Charlotte, NC. Excellent pay, flexible hours, and comprehensive benefits offered.

Essential Duties and Responsibilities:

- Coordinate with clients for new and updated requests for eligibility verification.
- File, track and coordinate new or additional requests to the carrier.
- Coordinate with the Accounting and Claims Departments regarding claim refunds due back to client or carrier for processing and sending.
- Process and balance any reimbursements received, and follow up with stop loss carriers, as needed, to ensure all funds requested are received.
- Process daily reports to identify any updates required by the carriers regarding potential claimant notifications/member file requests.
- Review monthly renewal reports to identify unpaid claims that could potentially be missed for a claimant or cause a claimant to meet and/or exceed the specific deductible.

Other Duties and Responsibilities

- Check daily claims to identify payments that should be filed as Advanced Funding and coordinate with the IT department prior to the daily check run processing.
- Update and maintain contract ledgers with monthly/daily deposits and any check cycle information for the day. File, track, and coordinate new or additional requests to the carrier.
- Generate monthly aggregate reports for clients and carriers.
- Set up stop loss contract information in the claim payment system and manage the filing and receipt of endorsed contracts.
- Generate, audit, and file requests for reimbursement at an aggregate level for all traditional and level funded clients, as needed.
- Prepare materials for all carrier audit requests and maintain internal audit records for reference.

Qualifications:

- Require minimum 3 years of experience in Accounting or Finance.
- Third Party Administrator processing preferred.
- Experience in a medical office, insurance company or hospital preferred.
- Thorough understanding of accounts payable functions.
- Excellent organization skills and strong attention to detail.
- Ability to work with multiple projects simultaneously and complete assignments within a prescribed timeframe.
- Ability to handle confidential information discretely and exercise sound judgment when making decisions.
- Excellent verbal and written communication skills.
- Proficient in accounting software, database use, and computer skills. Intermediate skills needed in working with Excel to create and maintain spreadsheets.

90 Degree Benefits, Inc. is an Equal Employment Opportunity (EEO) employer and does not discriminate on the basis of race, color, national origin, religion, gender, age, veteran status, political affiliation, sexual orientation, marital status, or disability (in compliance with the Americans with Disabilities Act) with respect to employment opportunities.