



Job title: Reinsurance Specialist

Reports to: Sr. Claims Manager

FLSA Status: Exempt

The Reinsurance Specialist possesses a deep understanding of Stop Loss processes and procedures. This position assists with workflow management and serves as a leader within the processing department. This position coordinates the tracking, monitoring, documenting and submission of stop loss claims. The Reinsurance Specialist assists with underwriting administration for Captive and MGU. This position should have a comprehensive understanding of the Plan Documents/Guidelines under their scope of responsibility.

Essential Job Duties:

- Reinsurance Specialist responsibilities
 - Demonstrates above average technical knowledge of all aspects of the stop loss process
 - Collects historical rate, utilization data and any other necessary information required for the management of client accounts regarding Stop Loss
 - Reviews periodic financial and operational reports for key indicators
- Workflow Management
 - Assists in the coordination of high dollar claims between the Client, Claims and Stop Loss
 - Reviews current processes and procedures and makes recommendations for improvements
- Stop Loss Claims Management
 - Compiles and submits stop loss claims to the carrier for reimbursement
 - Enters appropriate stop loss claims into designated systems
 - Identifies, researches, and resolves stop loss carrier questions
 - Facilitates advance funding with Finance Department
 - Complies with reporting and documentation requirements
 - Coordinates tracking and reporting of stop loss violations
 - Manages large case notification process
- Stop Loss Renewals
 - Prepares and organizes renewal files each month
 - Coordinates and runs renewal reports each month
 - Prepares Disclosure package when required
- Captive and MGU Underwriting Administration
 - Assist Underwriters as assigned
 - Sort and enter RFP Data (internal and external) in appropriate systems, including health statements, claims history, census data, and catastrophic situations
 - Coordinate submission of health statements for reporting
- Customer Service
 - Receives and responds to customer inquiries in a timely and accurate manner regarding claims and plan documents
 - Actively supports internal and external customers
 - Escalates difficult issues to the appropriate channels
 - Actively supports company and department initiatives, managers and other team members
- Quality Assurance
 - Observes HIPAA/PHI guidelines to ensure the confidentiality of all PHI
 - Actively participates in team/department meetings and training initiatives
 - Performs self-monitoring to develop and execute plans to meet established goals

Advanced Medical Pricing Solutions (AMPS) provides market leading healthcare cost containment services for self-funded employers, public entities, brokers, TPAs, payers and many other entities. As we continue to grow, we look for driven professionals who share our core values. We take a "one team" approach to keeping clients satisfied and engaged with our products and services for the long-term.



- Provides feedback to optimize quality performance
- Collaborates with internal staff and across departments to improve and streamline procedures
- Special projects as assigned

Skills/Abilities:

- Excellent verbal and written communication skills with high attention to detail
- Excellent customer service skills
- Strong analytical and problem-solving skills
- Confident decision-making abilities
- Demonstrated ability to work independently, prioritize workloads and manage priorities to meet deadlines

Education/Experience:

- High school diploma or equivalent required
- Bachelor's degree in Medical Billing and Coding or related field preferred
- Knowledge of medical terminology preferred
- Deep understanding of Third-Party Administration
- 3 years in a reinsurance/stop loss or medical claims environment required

Physical Requirements:

- Indoor office environment with moderate noise
- Intermittent physical effort may include lifting as much as 25 lbs., walking, stopping, kneeling, crouching or crawling may be required
- Frequent sitting, use of a keyboard, reaching with hands and arms, talking and hearing approximately 70% of the time; 30% or less time is spent standing
- Normal vision abilities required including close vision and ability to adjust focus

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