



**Job Title:** Claims Negotiator

**Reports to:** Sr. Legal Analyst

**FLSA Status:** Exempt

The Claims Negotiator will assist the Legal Department with claim negotiations, appeals, contracts and summary plan documents.

**Job Responsibilities:**

- Claims Negotiations and Appeals
  - Possess extensive knowledge and understanding of system functionality
  - Review claim information in system and prepare appropriate settlement offer
  - Communicate and provide timely follow-ups effectively with members, providers, clients, and debt collectors regarding the status of settlement offers
- Appeals
  - Possess extensive knowledge and understanding of system functionality
  - Review claim information in system and prepare appropriate response
  - Communicate with providers and/or debt collectors regarding the status of responses
  - Provide timely follow-up and status updates to members, providers, clients, and debt collectors
- Contract Management
  - Draft legal documents to include Service Agreements, Business Associate Agreements, Non-Disclosure Agreements, Marketing Agreement, etc.
  - Must be timely and pay close attention to details, as well as spelling and grammar
  - Monitor and track entire life cycle of agreements from drafting phase to execution phase
  - Communicate with appropriate departments regarding status of agreements and client term changes
- Summary Plan Documents
  - Reviews SPD's to ensure Plan Modification language has been incorporated correctly
  - Communicate with clients and/or Account Managers regarding needed SPD revisions

**Skills/Abilities:**

- Exceptional interpersonal customer service skills
- Strong written and verbal communication
- Excellent organization skills and attention to detail
- Effective time management
- Ability to type at least 60 WPM

**Education/Experience:**

- Bachelor's degree required
- 2 -5 years of experience in Paralegal work preferred
- Experience with settlement offers a plus

*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.*



**Physical Requirements:**

- Indoor office environment with moderate noise
- Intermittent physical effort may include lifting to 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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