



POSITION: **Stop Loss Claims Specialist**
DEPARTMENT: **Stop Loss**
REPORTING MANAGER: **Stop Loss Claims Manager**

JOB RESPONSIBILITY SUMMARY:

The Stop Loss Claims Specialist is responsible for managing the internal and external functions of stop loss administration including both technical and administrative components from renewals to closing out of plan year for all CDB Medical Clients.

ESSENTIAL FUNCTIONS:

- All medical clients will have two reviews for potential submissions completed monthly. All medical clients closing out plan year-end will have submissions completed by the 15th of the month following.
- Submissions to Carrier will be reviewed to ensure 15-day turnaround time is being met by Carriers
- Advance Funded Submissions to be reviewed to ensure 30-day turn-around time met per healthcare plan contracted timeframes.
- Stop Loss Plan Year End Process: Attend bi-weekly meetings to review all clients with plan year end pending the current month, with attention to open items related to specific stop loss and aggregate stop loss. The Stop Loss Claims Specialist initiates each client's spreadsheet.
- Manager Quality Audits – Audits performed of emails/filings/communications internally and externally to be used for training and development purposes and identify areas of strength and opportunities for improvement.

ESSENTIAL SKILLS AND EXPERIENCE:

- High levels of quality, production, and excellent customer service skills
- Strong critical thinking and problem solving and decision making skills
- Strong organizational skills and attention to detail
- Ability to multi-task and prioritize assignments
- Flexible to change
- Strong customer focus and sense of urgency
- Highly proficient with Excel
- Prior experience with Stop Loss or as a Financial Analyst strongly preferred.

Qualified candidates should send a cover letter, resume and salary expectations to careers@customdesignbenefits.com.