

Job Advertisement



Groom

Senior Health and Dental Claims Specialist

Groom & Associates ★★★★★ 21 reviews - Montréal, QC

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Title: Senior Health & Dental Claims Specialist

Location: Downtown Montreal, QC

Position status: Permanent, Full-time

Salary: \$70,000 - \$80,000 annually

TO APPLY: Send your resume to Pamela at: pamela.kumaravelu@groomassociates.com

Company profile:

Our client is a provider of professional and high quality insurance services. The firm's goal is to build trust with clients, meet their expectations, manage risk and assist with insurance matters.

Responsibilities:

- Analyze health and dental claims in accordance established standards, procedures and guidelines;
- Enter the data into the complaints processing system by being careful and efficiency;
- Respond to the varied requests of the insured, plan administrators, RAMQ and suppliers regarding claims;
- Ensure the required follow-ups in the files independently;
- Make adjustments, when necessary;
- Check the error reports and make the necessary corrections;
- Issue reimbursement checks to suppliers;
- Work together with various external experts;
- Produce statistical reports on activities related to complaints;
- Participate in the development of procedures for the complaints team continuous process improvement;
- Perform any other related task.

Requirements:

- A college diploma or equivalent experience
- Good level of comfort with the Microsoft Office suite
- Five (5) years of relevant experience
- Experience in team coordination, an asset

Skills and competences sought

- Autonomy and ability to make decisions
- Developed analytical mind and rigor
- Know how to be discreet
- Have a sense of responsibility
- Have initiative
- Know how to manage your priorities
- Bilingualism (French and English)

We thank all candidates for showing interest in this role; however, only retained candidates will be contacted.

For more information on our recruitment service, please visit our website www.groomassocies.com

MLA CITATION:

Groom & Associes; *Indeed.com*;

<https://ca.indeed.com/viewjob?jk=72a01d1559486094&tk=1edsbv2srr5vp800>; 22 July 2020.