

JOB POSTING



JOB TITLE:	Lead Inventory Control	SUPERVISOR:	Eric Blomberg, Inventory Control Supervisor
DEPARTMENT:	Claims	STATUS:	Non-Exempt

JOB SUMMARY

Assists in the oversight of the claim receipt process, including incoming paper and electronic claims. Provides analysis and interpretation of electronic data files, coordinates import and export processes, and monitors the validity of data received.

EDUCATION & EXPERIENCE

- Two or more years working healthcare or managed care environment.
- Experience as a claims examiner, medical records clerk, authorizations clerk or medical biller strongly preferred
- Prior experience working with QNXT software systems preferred.
- Experience working with computers, performing data entry, and/or scanning and reviewing electronic data preferred
- High school diploma or equivalent required

KNOWLEDGE, SKILLS & ABILITIES

- Proficient in the use of MS applications such as Excel, Word and Outlook; knowledge of MS Access
- General knowledge of CPT, ICD, and HCPCS codes
- Ability to understand the process of electronic data interfacing and understand and interpret data in different formats from a variety of sources.
- Ability to learn database software to run reports and review data in order to perform inventory control analysis.
- Strong problem solving and analytical skills.
- Ability to provide training and instruction to end users with varying levels of expertise.
- Ability to accurately prioritize work to meet deadlines; strong organizational skills
- Ability to work both independently and in collaboration with others
- Excellent written and verbal communication skills

HOW TO APPLY

For additional information regarding our organization and specific job requirements, please visit our website: www.managedcaresystems.com

To apply for this position send your resume or application to the Human Resources Department @ hr@managedcaresystems.com or Fax to 661.716.9180

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