

United Arab Emirates Jobs Expertini®

Medical Claims Senior Claims Officer

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Company: Allianz Partners

Location: dubai

Category: other-general

Manages routine daily claims administration work. Coordinates work flow & meet deadlines. Evaluates claims with regards to eligibility. Takes decisions on high cost and complicated cases based on standard operating procedures. Handles International Preauthorization cases as required. Attends calls and e-mails from insurance companies, clients, and providers. Coordinates with international providers for direct billing. Makes suggestions to improve service. Increases efficiency, minimizes errors and administration time. Behavioral Requirements Organizational & time management skills. Excellent team player. Ability to work well with all levels of internal management and staff, as well as outside clients and users. Ability to demonstrate sound work ethics. Show flexibility with excellent interpersonal skills. The ability to communicate sensitively and effectively with claims department and other departments having regard for the strict need for confidentiality. To be capable of responding diplomatically to pressures and problems showing a calm approach to working towards deadlines and always able to show an innovative and creative approach to work. The ability to exercise initiatives and be able to work f

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