

# MEDICAL CLAIMS DOCTOR



**Location**  
Vientiane, Laos



**Job level**  
Bachelor degree

**1 position**  
Permanent

## Key responsibilities/What you do:

- Examine and validate all incoming claims to verify necessary information for medical claim settlement.
- Interpret technical terms and medical document language and apply correct benefit coverage to claims. Resolves issues by reviewing or requesting additional information from outside sources when necessary.
- Processing of professional and facility medical services claims by reviewing and providing comments into the claims payment system using standard policies, procedures and guidelines.
- Provides backup for other examiners within the department and assists in training of new claims personnel.
- Attends organizational meetings as required, organizational policies and procedures and maintains confidentiality of all claims files, claims reports, and claims related issues.
- Follow claims adjudication process to assure that all claims are adjudicated in accordance with the insurance terms and conditions.
- Pursues and follows up on open and pending claims promptly & independently.
- Forward claims to appropriate departments for Med Review, Eligibility, etc.
- Analyze and process a variety health claim forms, documentation, process, guideline, etc. to improve the medical claim processing.
- Process complex claims for physician, hospital and specialty areas with high degree of accuracy and productivity.
- To be on site for investigation (if any) in case of performing a random check outside office or on the delivery of the hospital network.
- Assist with claims documentation, training and education.
- Aggressively contribute to cost savings in human related claims settlement
- Participate in the Hospital Network Project expansion by conducting of information analytics, problems, issues, situations and procedures to develop effective solutions.

## Key requirements/What you bring:

- Medical terminology strongly preferred
- High responsibilities and maintain confidential information.
- Critical thinker who can maintain focus and stay on task with minimal supervision
- Demonstrated ability to interact in a positive, respectful manner and establish and maintain cooperative working relationships.
- Ability to effectively organize, prioritize, multi-task and manage time

## Apply now

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