



Career Opportunities

Medical Claims Adjudicator

CMN Global Inc. (www.cmn-global.com), a Europ Assistance Group company (www.europ-assistance.com), is a global firm with over 7,000 employees. CMN has been in Markham area for over 10 years, and serves international health insurance companies by managing medical treatment provided in the US and Canada.

CMN provides medical case management, claims processing and manages its own PPO network to discount US medical claims and has grown from 40 employees in 2005 to over 200 currently. Providing excellent service and communication to our clients is crucial to our customers' success.

CMN invests in their staff; see a list of some of the benefits that we provide our staff:

- Comprehensive group benefits plan
- Group RRSP
- Recently implemented wellness plan
- Free parking

With the growth that CMN is experiencing, there is a requirement for another **Medical Claims Adjudicator** to work with our international clients.

Please see us at www.cmn-global.com to see how we help patients, reduce health costs and maintain a strong employee culture.

Responsibilities:

- Efficient and accurate use of the claims system in processing claims.
- Proper verification and validation of Providers and Claimants against claim documents.
- Proficient and accurate data entry to the system.
- Appropriate use of the tools and references to determine proper coding of the claim in relation to diagnoses and procedures.
- Highlighting transactions that are not in accordance to the applicable adjudication rules.
- Proper application of the policy terms, conditions and benefits.
- Efficient handling of the daily quota to ensure timely payment of claims.
- Regular, positive and proactive communication with specified clients, providers and members to ensure timely resolutions of the claims related issues and queries.
- Assists with document package preparation, where applicable.

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Qualifications:

- Experience working with medical insurance claims.
- Demonstrated Microsoft Office skills.
- Organized and detail oriented
- Proficient and accurate data entry skills
- Numerical calculation and sequencing.
- Excellent working knowledge of computer programs and equipment.
- Strong mathematical ability
- Excellent communication, customer service and people skills.
- Works well independently.

Assets:

- LOMA, ICA or CIP courses an asset.
- Experience in Medical Insurance industry
- Experience with United States or International Medical system.
- Ability to speak multiple languages – primarily French and/or Spanish

If this describes your skills, please apply by submitting your resume with cover letter explaining why you are interested in this position to: **hr@cmn-global.com**. Please indicate the job title **Medical Claims Adjudicator** in the subject line or fax your resume to: **905-669-2318**.