



MDM Insurance Services Inc. is a fully integrated third-party administrator and adjudicator of employee benefit plans.

Claims Adjudicator (contract 3-6 months)

The Role

The Claims Adjudicator will be responsible for accurately processing health and dental claims.

Job Responsibilities

- Validating and processing dental, drug and extended health care claims
- Refer questionable/contentious claims to the Manager, Claims and Administration for evaluation as needed and provide recommendations for actions
- Dental claim reviews
- Answer claim phone calls
- Maintain and update all applicable system records, send out claim requirements and regular follow up for outstanding items
- Resolve telephone, fax, mail and email inquires.

Key Competencies

- Positive, professional and responsive approach towards tasks
- Proven organizational and time management skills
- Excellent telephone and communication skills
- Sharp attention to detail and problem-solving abilities

Qualifications

- Post-Secondary education or equivalent professional experience
- Minimum typing speed of 60 WPM with keyboard accuracy
- Knowledge and experience of group insurance would be beneficial
- Knowledge of various office software programs

This full-time, contract position is based in Guelph, Ontario.

For confidential consideration, please forward your resume, references and cover letter to Human Resources:

via email lorie@mdm-insurance.com

We appreciate the opportunity to review all resumes, however, only candidates selected for an interview will be contacted.