



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

Disability Claims Adjudicator - Contract Position (3-6 mths)

The Role

The Disability Claims Adjudicator will be responsible for processing Short Term Disability (STD) claims.

Job Responsibilities

- Assessing short term disability claims including the identification, analysis of medical, contractual and eligibility information
- Adjudications and payment of benefit payments and rehab calculations
- Plan, implement and evaluate case management plans and continue file management until RTW
- Liaise with claimants, clients and medical professionals
- Review of claims appeals, following appeals process
- Remittance to CRA and deductions on behalf of clients for Insured and ASO taxable STD benefit payments made
- Miscellaneous stats and reporting related to STD claims
- Not at Work (NAW) monitoring and early intervention tasks

Key Competencies

- Positive, professional and responsive approach towards tasks
- Proven organizational and time management skills
- Excellent telephone and communication skills
- Well-developed analytical skills and attention to detail
- Discretion in dealing with sensitive and confidential information
- Excellent decision making and problem-solving skills
- Minimum typing speed of 60 WPM with keyboard accuracy
- Knowledge of various office software programs

Qualifications

- Post-Secondary education or equivalent professional experience
- Medical knowledge very beneficial/preferred
- Documented history of disability management experience (clinical or rehab setting, prior claims management preferred).

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.