



Central Data Services  
60 Blvd. of the Allies, 5<sup>th</sup> Floor  
Pittsburgh, PA 15222-1219  
Phone (412) 201-2242  
Fax (412) 201-2250  
**Employee Benefit Plan  
Administration**

**Claims Processor - Downtown Office, Pittsburgh, PA**

CDS Administrators, Inc. is the largest locally-owned and operated employee benefit services firm in the greater Pittsburgh area. We are seeking candidates interested in working in a fast-paced environment specializing in health benefit administration and client and customer service to fill a full-time Claims Processor position in our downtown office.

A Claims Processor is responsible for accurately processing medical and reimbursement claims within a 10-day turnaround while maintaining exceptional customer service.

**ESSENTIAL JOB FUNCTIONS**

- Process a minimum of 200 claims per day
- Answer /resolve a minimum of 30 calls per day
- Able to read, analyze and understand Explanation of Benefits
- Understand covered/non-covered benefits, maximum amounts
- Able to read, analyze, and understand Plan Documents and Summary Plan Descriptions

**NON-ESSENTIAL JOB FUNCTIONS**

- Tasks and projects assigned by manager

**PHYSICAL REQUIREMENTS**

Repetitive motions including operating a computer and phone

Communicating and conversing over the phone

Must be able to remain stationary at a desk for long periods of time

**QUALIFICATIONS AND EDUCATION REQUIREMENTS**

Position requires a minimum of five (5) years of claims experience

High school diploma required

Must have the ability to manage their own time throughout day while actively addressing client and team requests

This is a full-time, non-exempt position. Working hours are M-F, 9:00 am – 5:00 pm. This position offers health benefits and 401k with a great opportunity for learning and career advancement.

***All interested candidates are encouraged to apply directly through the company website at [www.cdsadministrators.com](http://www.cdsadministrators.com).***