



Central Data Services
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**Employee Benefit Plan
Administration**

HRA/Medicare Claims Processor – Downtown Office, Pittsburgh, PA

Central Data Services, 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 HRA/Medicare Claims Processor position.

The HRA/Medicare Claims Processor position is a member servicing role responsible for handling all aspects of the HRA/Medicare Part B claim submissions.

ESSENTIAL JOB FUNCTIONS

- Opening, prepping, batching the mail for scanning
- Indexing and processing of HRA/Medicare Part B claims
- Sending out correspondence
- Customer service to members regarding claims, eligibility, payment inquires and benefits

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- High school diploma
- Excellent verbal, interpersonal and written communication skills and attention to detail
- Proficiency with computers and intermediate knowledge of Microsoft Excel, Word and Outlook are required
- Punctuality and strong work ethic are a must

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.