

Administrative Analyst - Athletic Insurance Coordinator

\$14.34/hour

40 hours per week

Applications will be accepted until 5:00 p.m., July 6, 2021. Applications may be submitted in person to the Office of Human Resources, Womack 209 or emailed to humanresources@hsu.edu.

Athletic Insurance Coordinator duties include: This position works under general supervision of the Assistant Athletic Director for Sports Medicine. They will assist the athletic trainers at annual sport physical exams. Requests and secures insurance information for all student-athletes. Verifies that insurance information is current. Tracks claims for payment that are filed with the primary insurance carrier. Secure insurance explanations of benefits (EOB) to verify primary insurance payment. Enters purchase requests and mails check for balances on approved procedures. Processes refund and income checks. Coordinate with physician offices and other medical facilities on billing procedures to ensure claims and payments are processed in a timely fashion. Monitor insurance and sports medicine budgets and process budget transfer requests. Assist in the scheduling of and facilitate billing for physician appointments, diagnostic testing appointments and surgical appointments. Assist in price negotiation for some claims.

Additional duties include: This position is responsible for typing and proofreading various documents using Microsoft Word and Microsoft Excel as well as aspects of the HSU Google Suite. Takes calls, and provides general information and assistance. Retrieves, opens, and distributes departmental mail. Maintains and various computerized and paper files, records, and logs. Inventories and orders departmental office supplies. Occasional evening and weekend work (1 to 2 times a year). Performs other duties as assigned or deemed necessary.

A successful candidate will possess a strong knowledge of grammar, punctuation, spelling, basic mathematical skills, general office procedures, basic record keeping procedures, and operation of standard office equipment and document imaging equipment. The ideal candidate would possess knowledge of insurance billing. Strong computer skills are required. This position has regular contact with department staff, other state agency/institutions personnel, clients/students, personnel of regulated entities, and the general public.

Candidates must possess the formal equivalent of a high school diploma, plus one year of clerical experience. Other job related education and/or experience may be substituted for all or part of these basic requirements. Preference will be given to candidates with insurance filing experience.

Please Note

The applicant selected for this position will be required to submit to a background screening including criminal background check and credit check.

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