



Bilingual Health & Dental Claims Auditor

The Role

The Bilingual Claims Auditor is responsible for conducting claims audits to validate accuracy as well as compliance with contract terms and conditions. The auditor will review paper, app, web and provider claims.

Job Responsibilities

- Gather and compile data from multiple sources
- Review claims, complete investigations and report on findings
- Maintain complete and accurate documentation of all audit related information
- Special projects and duties as needed

Qualifications

- Excellent communication skills in French and English
- Knowledge of pharmacy, dental, Extended Health and audit practices
- Ability to manage confidential information and protect privacy
- Must be detail oriented, work well under pressure and demonstrate effective time management skills
- Ability to problem-solve and multi-task issues
- Claims adjudicator/examiner experience is an asset

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

MDM's competitive compensation package includes a Company paid employee benefit plan, health spending account and pension plan.

For confidential consideration, please forward your resume via email to: lorie@mdm-insurance.com

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