



The Cayman Islands National Insurance Company invites applications from suitably qualified Caymanians or legal residents for the position of:

CLAIMS MANAGER

SALARY: CI\$80,000 - \$95,000 PER ANNUM

Reporting to the General Manager, the post holder will be responsible for ensuring the smooth operation of a busy Medical Claims Department. This will consist of maintaining customer service delivery standards in relation to the settlement of claims and actively managing the claims staff to achieve quality service to our members and accuracy in claim settlement. This will include, but is not limited to:

- Management of the day-to-day claims operations, including claims evaluation; adjudication and customer service in accordance with agreed quality and production standards.
- Work closely with overseas TPA to ensure accuracy of claims adjudication and monitoring of their service level agreement with regards to overall claims processing.
- Responsibility for supervising and monitoring the personnel performance and training needs of the claims department staff.
- Undertake additional duties such as project management, claim audit reconciliation projects and liaising with Sr. Management and other departments within CINICO.

Applicants should have minimum qualifications of a Bachelor's degree in a related area with at least seven years' experience in the health insurance industry, preferably in medical claims area. An ability to understand and interpret ICD9/10 & CPT coding, medical claims, and physician notes is required. Excellent customer services skills and telephone etiquette required. Applicants must have a high level of computer literacy, with proficiency in Microsoft Excel, Word and Outlook.

Salary will commensurate with experience. Pension and health care benefits will be provided as required by law.

Job description available on our website at www.cinico.ky

Cover Letter & CV should be sent to:

**General Manager
CINICO**

PO BOX 10112, Grand Cayman KY1-1001

Or ljackson@cinico.ky

APPLICATION DEADLINE: 30th October, 2015