



Job Title: Staff Associate (Senior Associate Considered)
Department: Consulting
Reports to: Consulting Partner
Level: Full time, Exempt
Location: Louisville
Last updated: 4/11/2022

Summary of Responsibilities:

This position will assist on various operational and financial consulting engagements, with a specific emphasis in the insurance and healthcare industries. It is anticipated that consulting engagements would include various types of insurance companies, healthcare providers, fraud and risk management clients. This position is part of a growing team with developmental opportunities into an expanded role.

Individual will assist our consulting services team in performing self-funded medical claim audits as well as prepare financial and other forecasts, data analysis and analytics, compliance and process audits and assistance in a variety of insurance consulting opportunities. Medical claim audits include accuracy tests of enrollment, coordination of benefits analysis, claim form reviews, evaluation of allowable benefits under plan benefit provisions, member cost share and proper payment as well as overall payment controls and process evaluation.

Associates will be required to work on multiple clients simultaneously ensuring that client engagements are completed by internal deadlines. This is a dynamic role, will require partial travel to client sites and will provide the candidate with the opportunity and flexibility to learn new skills in growing industries.

Essential Functions:

- Ability to use extensive internal training of the claims processing cycle and concepts to the unique client scenarios when evaluating the policies utilized by different insurance companies and third-party claims processors.
- Claims accuracy tests include benefit category assignment, duplicate claims, understanding of different payment methodologies, member enrollment, provider contract terms, fee schedule accuracy and other claims processing attributes.
- Understanding of general medical billing practices and the elements of a claim form.
- Ability to determine accurate benefit categories for health insurance claims processing based on review of a claim form and the plan's benefits structure.
- Communication with clients and fellow internal MCM team members regarding the progression of assigned tasks, use of technology in efficient claims auditing processes, completion of testing areas and initial drafting of report detailing the results.
- Fee schedule validation and verification including reimbursement analysis using various payment methodologies.
- Understanding, development and utilization of MCM's claims audit testing methodology.

MCM CPAs & Advisors LLP

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Education, Experience, and Skills:

- Bachelor's degree in business, finance or accounting is required.
- Some knowledge of healthcare, health insurance or medical coding preferred.
- Proficient in Microsoft Office, specifically Excel.
- Proven project management and organizational skills.
- Notable communication skills (both verbal and written).
- Demonstrated abilities to being task oriented and dedicated to successful completion.
- Ability to travel, as required.

Expectations:

- Respect and earn the respect of fellow team members.
- Take ownership of identified processes and responsibilities.
- Regularly communicate with managers, teams, clients and leadership.
- Perform work with confidence and pride, follow through on assigned tasks and efficiently wrap up engagements.
- Meet timelines and compliance requirements.
- Dependable and committed to success of team.
- Make informed decisions – discuss with manager when needed.
- Grow and learn from past mistakes.
- Work in a safe, clean and employee friendly atmosphere.
- Work personal/professional development plan.
- Must have flexibility with work schedule.
- Ability and willingness to travel (as needed by clients).
- Eagerness to learn new skills based on client and firm needs.
- Results oriented demeanor.

Working Conditions:

- Minimal hazards.
- General office working conditions.
- Limited heavy lifting.
- Periodic evening and/or weekend work.

We are committed to providing equal employment opportunities to all employees and applicants without regard to race, ethnicity, religion, color, sex (including childbirth, nursing and related medical conditions), gender, gender identity or expression, sexual orientation, national origin, ancestry, citizenship status, uniform service member and veteran status, marital status, pregnancy, age, protected medical condition, genetic information, disability, or any other protected status in accordance with all applicable federal, state and local laws.

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