



## **DOCUMENT PROCESSING ASSOCIATE**

### **About Clever Care Health Plan**

Clever Care Health Plan is a Medicare Advantage insurance company ([www.clevercarehealthplan.com](http://www.clevercarehealthplan.com)), serving Medicare beneficiaries in Southern California. We have two office locations: 8990 Westminster Blvd, Westminster, CA; and, 660 W Huntington Dr, Arcadia CA. We are passionate about providing best services to our members and healthcare providers.

### **Job Summary:**

Responsible for performing daily office tasks, prepare claims batches for scanning/filing. Maintain log of misdirected claims; other responsibilities include daily mail pickup and delivery to our Corporate office. Must be able to complete all tasks in a timely manner.

### **Job Functions and Responsibilities:**

- Place mail in proper buckets for distribution.
- Open envelopes.
- Prepare Claim Batches
- Maintaining Misdirected Document Log
- Date stamp all incoming mail.
- Sort mail such as returned letters, adjustments, bills, orders, and payments.
- Receive outgoing mail and apply correct postage.
- Delivery and pick up of mail at the post office
- Weigh mail to determine correct postage
- Logging batches in and out of file system
- Scan Documents
- Data Entry
- Fold letters, circulars, or other documents and insert into envelopes for distribution.



- Place mail in metal bins and carry to departments for distribution.
- Record registered mail.
- Stock copy rooms and printing devices.
- Ensure office is adequately stocked with mail supplies.
- Use fax and scanning machines.
- Must be able to drive from our Corporate Office from Arcadia to Westminster

**Qualifications:**

- knowledge of relevant software applications including MS Office
- proficient in use of email and internet
- good numeracy skills
- accurate keyboard skills
- knowledge of office management systems and procedures
- knowledge of administrative procedures
- knowledge of basic accounting procedures
- Must have a driver's license and proof of Insurance
- High School diploma or equivalent GED
- Must be able to lift 40 pounds