

## General Clerk Associate Representative at Cigna

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Company: JobWebKenya

Location: Kenya

Category: other-general

### Job Description

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Cigna is a global health service company, dedicated to helping the people we serve improve their health, well-being and sense of security. Cigna has almost 40, employees who service over 80 million customer relationships around the world. Within its international division, a dedicated unit – headquartered in Belgium – focuses on the needs of International Organisations. This unit is specialised in servicing customers in remote areas as well as central hubs with five service centres in each time zone (Miami, Antwerp, Madrid, Nairobi and Kuala Lumpur) and local representations on every continent. When you work at Cigna, you can count on a different kind of career.

### YOUR JOB

You are responsible for organising efficiently and processing correctly the flow of incoming and outgoing documents (paper and electronic): letters, faxes, claims, payment letters, etc.

Some of your tasks include:

Receiving and documenting claims.

Sorting, processing and vetting of claims first hand for claims payment.

File management and classification of data.

Electronic transfer of received claims to the various platforms.

Triaging the flow between members and provider claims.

Processing member and provider claims within stipulated TAT's

Managing the different channels through which claims are received

Cross referencing of emails received from members and providers for further processing

Any other tasks as allocated

## **YOUR PROFILE**

You speak and write fluent English

You are accurate and pays attention to detail.

You are organized

You have excellent time management skills

You can deal with confidential information with the utmost discretion.

You can accurately handle large quantities of paper and electronic documents

You are able to prioritize set tasks accordingly

You are able to work under pressure

You have a can do attitude

You are a team player

You have graduated with a Diploma or Degree from a recognized institution.

## **OUR OFFER**

A challenging job in an international and growing enterprise.

A dynamic, young and entrepreneurial company culture that values and stimulates initiative.

Market – related salary conditions.

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