

September 29, 2017



ELAP Services specializes in reducing health insurance costs for mid-size businesses. Our company collaborates with employers to design self-insured health plans and establish limits for payment of medical claims that are based upon health providers' actual costs of services.

ELAP is seeking highly motivated, self-starters to assist in our Member Services Department.

This paid Internship is an exciting opportunity to grow and thrive in a fast paced, entrepreneurial environment alongside our passionate corporate team.

Duties and Responsibilities:

- Assist members with their initial set up of their balance bill and answer inquiries related to the balance bill management process
- Maintain communication with internal cross-functional partners (Audit, Client Services) and third party partners to obtain all necessary documentation
- Track status and resolution of balance bill set up inquiries and issues

Additional Opportunities:

- Education relating to Self-Funded Insurance Plans
- Overview of legal defense for Plan Members
- Overview of audit/appeal process for Medical Claims
- Experience with Salesforce and other software packages
- HIPAA/Compliance Knowledge
- Networking for future career development
- Valuable Customer Services (conflict/resolution) experience

Required Experience and Education:

- **College Sophomore, Junior or Senior**
- Flexible: work up to 40 hours per week

Approved For Posting
Office of Student Life

- All majors considered, however, Healthcare Management or related degree preferred

Summary of Essential Job Functions:

- Ability to resolve problems independently and demonstrate ability to multi-task
- Computer skills which include proficiency in Microsoft Outlook, Word, Excel and PowerPoint, as well as navigation utilizing the Internet
- Excellent communication skills via email and telephone
- Team player able to collaborate with other departments

Apply at:

http://www.elapservicescareers.com/jobs/Member_Services_Intern/Healthcare_Services_Paid_Internship/Chesterbrook_Pennsylvania/101/144104/?rcmo_src=Indeed&electronic_referral=indeed&sponsored=1