



## North Atlantic States CARPENTERS BENEFIT FUNDS

# North Atlantic States Carpenters Benefit Funds Employment Opportunities

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### **POSITION DESCRIPTION**

Position Title: Health Plan Analyst

Department: Health Fund

Reports To: Health Plan Manager

Location: Hauppauge, NY

### **SUMMARY**

North Atlantic States Carpenters Benefit Funds (NASCBF) provides important benefit programs to the North Atlantic States Regional Council of Carpenters (NASRCC). This organization represents more than 30,000 carpenters in Connecticut, Maine, Massachusetts, New Hampshire, New York, Rhode Island and Vermont. Through the support of our fund offices, NASRCC members enjoy great benefits that provide a rewarding life for themselves and their families.

This role is responsible for determining the eligibility start date for initial eligibility, continuing eligibility as well as re-enrolling those participants reinstating themselves in the Health Plan. Analyze members' hours and union status for termination or suspension of coverage and follow up with COBRA or self-pay packages. Assist members at the walk-in window and through email and telephone communication. A working knowledge of accounts receivable and MS Office is a must.

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

- Responsible for all aspects of participant's eligibility, including eligibility reviews, calculation of hours, assembling, distribution, and collection of coverage packets. Updating administrative systems to reflect current eligibility status. Analyzes and reviews enrollment applications for accuracy, completeness, and eligibility.
- Assists office staff with daily operations, such as administrative reporting and member assistance.
- Attending phones and walk-in window.
- Scan all office documents to maintain a paperless environment.
- Prepare internal eligibility reports.
- Updating ISSI, WEX Systems, and other third-party providers with member record changes.
- Processing and gathering data for Records Request Documentation.
- Other duties, as assigned.

## **EDUCATION & EXPERIENCE**

- Two to four years of office administration experience.
- Associate's degree in business administration, preferred.
- Prior knowledge of Health Care Billing and receivables practices.

## **PHYSICAL REQUIREMENTS**

- Office Administration Skills.
- Strong proficiency in Microsoft Office and general computing skills.
- Advanced customer service skills.
- Solid Communication skills.

## **BENEFITS**

At North Atlantic States Carpenters Benefit Funds, we offer a comprehensive benefits package that includes company-paid medical, dental, vision, life, and disability insurance plans. We also offer vacation, paid holidays, PTO, and two retirement plans. At NASCBF, our employees enjoy a shorter work week (37.5 hours), a good work-life balance and work that is always challenging. When you join us, you will have the ability to make a difference!

**Salary Range – \$45,000 – 50,000.00 Annually**

### **Benefits:**

- Health Insurance
- Dental insurance
- Vision insurance
- Employee assistance program
- Life insurance
- Paid time off
- Parental leave
- Retirement plan
- Tuition reimbursement