



Allianz General Lao (AGL), the leading insurance company in Laos, was established in 1990. AGL is a joint venture between the Ministry of Finance of Lao PDR (MoF) and Allianz SE, the world leading insurance and financial services provider. With over 29 years experience in Laos, the AGL enjoys a very good reputation among local and international customers. We provide friendly working environment, mixture of different culture and competitive salary. Now, we are looking for dynamic employee to join with us in Headquarter office in Vientiane as below position:

Medical Claims Doctor (1 position)

Duties & Responsibilities:

1. Examine and validate all incoming claims to verify necessary information for medical claim settlement.
2. Interpret technical terms and medical document language and apply correct benefit coverage to claims. Resolves issues by reviewing or requesting additional information from outside sources when necessary.
3. Processing of professional and facility medical services claims by reviewing and providing comments into the claims payment system using standard policies, procedures and guidelines.
4. Provides backup for other examiners within the department and assists in training of new claims personnel.
5. Attends organizational meetings as required, organizational policies and procedures and maintains confidentiality of all claims files, claims reports, and claims related issues.
6. Follow claims adjudication process to assure that all claims are adjudicated in accordance with the insurance terms and conditions.
7. Pursues and follows up on open and pending claims promptly & independently. Forward claims to appropriate departments for Med Review, Eligibility, etc.
8. Analyze and process a variety health claim forms, documentation, process, guideline, etc. to improve the medical claim processing.
9. Process complex claims for physician, hospital and specialty areas with high degree of accuracy and productivity.
10. To be on site for investigation (if any) in case of performing a random check outside office or on the delivery of the hospital network.
11. Assist with claims documentation, training and education.
12. Participate in the Hospital Network Project expansion by conducting of information analytics, problems, issues, situations and procedures to develop effective solutions.

Qualification Requirements:

- A diploma in Nursing, Medical, or relevant degrees.
- At least 3 years experiences in medical care, public health management, or with similar responsibilities
- Medical terminology strongly preferred
- Fluent in speaking, writing and reading Lao and English.
- High responsibilities and maintain confidential and private the information.

- Computer skills (Word, Excel, Email)
- Must be able to demonstrate sound decision-making skills
- Critical thinker who can maintain focus and stay on task with minimal supervision
- Demonstrated ability to interact in a positive, respectful manner and establish and maintain cooperative working relationships.
- Ability to effectively organize, prioritize, multi-task and manage time.

AGL offers:

- **Competitive salary**
- **Great career progress opportunities**
- **Comprehensive on job training**
- **A friendly and supportive work environment**

Interested applicants meeting the above requirements should submit their resume including a recent photo in passport size with cover letter describing your suitability for the role, career aspiration and salary expectation, and copied certificates to AGL Human Resources Department.

Address: 33 Lane Xang Avenue, ANZ Bank, Vientiane Commercial Building, 2F P.O. Box 4223 Vientiane, Lao PDR,

Tel: (21) 215903, Ext: 215, Fax: (21) 215904

E-mail: recruitment@agl-allianz.com