



## ComplIQ Solutions – Career Opportunity

### Admin Support Assistant

**Primary Location:** Albuquerque, NM  
**Job Category:** Admin Support Services

#### PURPOSE and OVERVIEW

ComplIQ Solutions is seeking an Admin Assistant to support the Medical Bill Review Services team. Will provide assistance in supporting the submission of correspondence related to the Medical Bill Review team. Will serve as Point of Contact for MBR staff as well as being responsible for the accurate and timely submission of correspondence, composition of documents and communication of all tasks.

Employees are required to have flexibility to work any of our 8-hour shift schedules during our normal business hours of 08:00am – 05:00pm. It may be necessary, given the business need, to work occasional weekends and overtime. Our office is located at 6001 Indian School Rd. Ne, Albuquerque, 87110.

#### DUTIES AND RESPONSIBILITIES

- Acts as a Point of Contact (POC) for submission of MBR documentation to ensure accuracy and timeliness
- Reviews documentation and provides feedback to MBR as necessary
- Identifies and communicates trends in accordance with policies and procedures
- Ensures correspondence, patient invoices and claims are accurately generated and submitted on a timely basis
- Ability to multitask in a high-volume work environment
- Provides exceptional customer service to internal and external customers
- Other duties as assigned

#### REQUIRED QUALIFICATIONS:

- High School Diploma / GED (or higher)
- Intermediate level skills in Microsoft Excel
- Intermediate level skills in Microsoft Word

#### PREFERRED QUALIFICATION:

- 2+ years of Medical Bill Review and/or Medical Billing experience

#### ABOUT COMPIQ SOLUTIONS

ComplIQ Solutions is a software and full-service provider focusing on the property and casualty medical bill review market. We provide an end-to-end solution for our clients leveraging our proprietary technology and software platforms in the delivery of our solutions and services. We focus our efforts on our three key stakeholders, in this order: 1) Clients; 2) Colleagues; 3) Company.

ComplIQ Solutions provides our full-time team members with the below benefits:



- Fair and Competitive Salary
- Paid Vacation and Sick Time
- Medical, Dental, and Vision Insurance
- Short-Term and Long-Term Disability Options
- Company sponsored Life Insurance
- 401k Plan starting in the first month with 4% company match
- Health Spending Account (HSA) and Flexible Spending Account (FSA) Programs

*ComplIQ Solutions is an Equal Employment Opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, protected veteran status, disability status, sexual orientation, gender identity or expression, marital status, genetic information, or any other characteristic protected by law.*

**HOW TO APPLY:**

Interested candidates are required to submit an updated cover letter and resume to the ComplIQ Solutions Corporate email box at: [ComplQCorp@ComplQsolutions.com](mailto:ComplQCorp@ComplQsolutions.com)