



Job Title: Underwriting Specialist - Large Group
Department: Finance and Underwriting
Reports To: Underwriting Manager
Supervises: No
FLSA Status: Exempt
Effective Date: 08/08

Summary: Responsible for the implementation of the Plan's underwriting practices and policies. Analyzes underwriting performance based upon claims experience and other information provided by marketing and finance. Develops rates, projections, and benefit changes based upon NWHS underwriting principles. Supports staff in systems training and development. Retrieves and collects data and information from various internal and external sources. Analyzes and prepares data into monthly and periodic reports for NW underwriting. Analyzes medical loss ratios, medical costs, utilization, and medical trends.

Education, Certifications, Licenses and Experience: Bachelor's degree (B.A.) in business, finance, math, information systems, or related field and three years of experience in managed healthcare organization focusing on finance, risk, structure, and underwriting analysis with knowledge of claims procedures, healthcare operations, billing procedures, general medical insurance terminology, contract benefit interpretation, Montana Insurance Code, HIPAA regulations and Department of Labor claims regulations; or an equivalent combination of education and experience.

Duties and Responsibilities

Implements NWHS underwriting practices and policies that are consistent, fair, and follow regulatory obligations.

- Assists Underwriting Manager in developing and maintaining necessary underwriting models.
- Assists Underwriting Manager in developing and maintaining Large Group Underwriting Guidelines.
- Maintains and ensures complete confidentiality of group information.
- Updates Underwriting Manager on group statuses and underwriting issues.
- Maintains a strong knowledge base of underwriting principles.
- Develops a positive relationship and works closely with actuarial consultants, Team Sales Managers, and Strategic Growth Department.
- Makes recommendations for system development or changes to include software and hardware changes.

- Analyzes all large group quotes, rates, and experience based on financial, marketing, and employer issues.
- Makes recommendations that enhance the promptness, accuracy and appropriateness of large group quote activity.
- Ensures prompt, accurate, and appropriate delivery of large group health insurance rate quotes.
- Reviews and analyzes submitted large group quote information for accuracy, validity, and completeness.
- Develops quotes in conjunction with the actuarial consultants and Team Sales Managers.
- Analyzes underwriting performance based upon claims experience and other information.
- Prepares financial analysis, and utilization analysis as necessary.
- Works with Underwriting Manager to research, recommend adjustment factors, and implement annual community and individual product rates developed by actuarial consultants.
- Prepares data for strategic planning, financial planning, forecasting, and budgeting.
- Maintains and updates the small group rating program (SAMM).
- Maintains and updates the rate matrices.
- Supports and assists small group and individual underwriters as needed.

The above statements are intended to describe the general nature and level of work being performed by employees in this position. They are not intended to be an exhaustive list of all duties, responsibilities and qualifications of employees assigned to this job.

Work Conditions:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee is frequently required to stand, walk; talk and hear. The employee must occasionally lift and/or move up to 25 pounds.

The noise level in the work environment is usually moderate.