



KENINDIA



Job Vacancy

The business seeks to fill the following vacancy:

Medical Claims Analyst

Reporting to Section Head-Medical Claims

JOB PURPOSE

Analyzing of medical claims and to ensure the smooth flow of work in line with the departmental requirements to achieve overall business objectives.

PRINCIPAL ACCOUNTABILITIES

- Ensuring daily recording of incoming medical bills.
- Receiving claims and checking corresponding policies in line with the claim.
- Reconciliation of Medical service providers accounts.
- Registration of claims and reserving adequate estimates.
- Ensuring the ailment is covered under the policy.
- Ensuring the treatment and the drugs dispensed are in line.
- Ensuring the with-holding Tax by Doctors' is complied with before cheque dispatch.
- Ensuring the appointment of investigators for authenticity of questionable claims.
- Ensuring the facility is registered within the medical practitioners and dentists board.
- Preparing claim notes for vetting by the medical personal and approval/comments by the HOD.
- Ensuring dispatch of discharge voucher to the client and communicating by writing on the liability.
- Ensuring claims are settled within approved company guidelines
- Ensuring proper dispatch of settlement cheques.
- Ensuring that the files are sent back to the filling room.
- Reconciling of claim statements from stakeholders for correct position of their accounts
- Preparing remittances for any Medical claims cheques before dispatch.
- Ensuring proper records of outgoing settlement cheques to various stakeholders.
- Ensuring service providers meet agreed service timeline.
- Ensuring customers service to both internal and external
- And any other duties assigned

MINIMUM QUALIFICATIONS - KNOWLEDGE AND EXPERIENCE

- Undergraduate Degree in any Related Field
- AIK
- CPA
- At least 2 years of relevant experience

SKILL AND COMPETENCIES

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|-----------------------|--------------------------------|-------------------|
| • Claims Management | • Policy interpretation skills | • Reliability |
| • Analytical skills. | • Communication skills | • Transparency |
| • Claims management | • Interpersonal skills | • Professionalism |
| • Customer Management | • Customer Service | • Teamwork |
| • Influencing skills | • IT skills (fluency) | • Quality |
| • Negotiation skills | • Integrity | |

To apply, send your Curriculum vitae (CV) and cover letter to recruitment@kenindia.com and quote the job title on the subject of the e-mail by 25th February 2026 at 5:00pm.



We are now ISO 9001 Certified

Your Stability, Our Priority