

MEDICAL PRIOR AUTHORIZATION SPECIALIST  
Delafield, WI / Pewaukee, WI

Job Description

**Job Summary:**

Individual will be responsible for verifying eligibility, obtaining insurance benefits ensuring pre-certification/ authorization, and referral requirements are met prior to delivery of inpatient, outpatient, and ancillary services.

**Job Duties:**

Pre-authorize/pre-certify patient benefit levels; receive verification of benefits from insurances.

Enter new / updated patient information into the computer system

Determines patient payer authorization requirements to make sure the necessary authorization is obtained.

Track status of pre-authorizations on a daily basis; notify administrative assistants in advance of due dates, and serve as resource to clinical staff to facilitate timely completion.

Responsible for documenting the appropriate information in the patients record and assure referrals are in place, where necessary

Perform other office duties when back up coverage is needed

**Qualifications:**

Epic system experience preferred

Understanding of insurance payers and authorizations

High School Diploma or equivalent

Two years medical office or billing experience

Ability to effectively communicate in verbal, nonverbal, and written forms; proficient in English language

Ability to effectively use equipment for tasks including phone, fax, copier, computer, calculator

Ability to deal with a variety of personalities / situations that require tact, judgment, and poise