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# Example of Insurance Clerk Job Description

Our innovative and growing company is hiring for an insurance clerk. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for insurance clerk

* Must be able to work well with company personnel, Vendors, and Outside Insurance Agents on a daily basis to collect the outstanding items
* Obtains authorizations in a timely manner
* Receives MD order and coverage authorization from agency designee
* Requests authorization from insurance company case manager to provide specific services and parameters of care
* Negotiate rates with insurance provider if out-of-network
* Determine plan eligibility and enroll members within CMS regulatory guidelines
* Work toward maintaining the current member database by correcting/completing applications by using given support tools
* Process plan changes, cancellations, terminations and involuntary dis-enrollments within the CMS regulatory guidelines
* Maintain member demographic update and membership re-validation and apply eligibility requirements for membership changes
* Research and respond to eligibility inquiries by working within the company systems

## Qualifications for insurance clerk

* Experience with insurance verification and surgery scheduling
* Years of insurance authorization experience preferred
* Experience in the health care billing industry, preferred
* Utilization management experience and pre-certification helpful
* Knowledge of insurance policies for home care authorizations
* Ability to establish and maintain effective working relationships with all segments of the branch staff, billing and collections department and, insurance representatives