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# Example of Intake Specialist Job Description

Our company is hiring for an intake specialist. 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 intake specialist

* Currency – Assist in the management of the Currency Program
* ABoR Audit – Assist in the Quarterly ABoR audit process
* Obtain/monitor comprehensive information regarding billing and reimbursement criteria for new insurance accounts according to established procedures in order to reduce the risk of non-payment by insurance carriers and achieve timely billing and prompt accounts receivable turnover
* Keep abreast of changes in insurance field
* Contact insurance companies to gather policy benefits/limitations (e.g., deductible amount, co-payment, effective date, pre-existing clauses, levels of care, pre-authorization requirement, visit limitations, documentation required to process claims)
* Monitor acceptance of new customer accounts for direct insurance billing
* Contact client for credit information and faxes completed credit application to the Credit Department as required
* Review benefits/services requested to determine whether coverage is available for insurance payment
* Maintain/update information on insurance accounts
* Research address/benefit changes per insurance company's request and makes corrections as necessary to ensure payment by the insurance carrier

## Qualifications for intake specialist

* Database research experience (such as Lexis, Elite and LegalKey) strongly preferred
* Must possess strong PC and data entry skills, analytical and problem-solving skills, verbal and written communication skills, and service orientation
* 4 year degree in computer science or related field required
* Diverse work experience within the financial services industry as a systems designer, IT infrastructure manager and/or IT senior operations manager
* In-depth knowledge of regulatory rules and / or restrictions as they relate to a specific LOBs or the Bancorp in general
* Must have a security clearance and be able to maintain eligibility