



Example of Authorization Specialist Job Description

Powered by www.VelvetJobs.com

Our company is growing rapidly and is searching for experienced candidates for the position of authorization specialist. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for authorization specialist

- Ensure open communication thru communicating with administrative and field associates regarding the status of authorization requests, authorizations and related reimbursement issues
- Research address/benefit changes per FSU/insurance Company's request and makes corrections as necessary to ensure payment by the insurance carrier
- Review reports and/or pre-billing edits on a regular basis for all assigned branches and notify managers when issues are present that delay billing and/or cause payment to be denied
- Review and monitor the drug authorization workqueue, identifying patient treatment/therapy plans that require prior authorization
- Prepare and complete payer-specific prior authorization request forms, interpret medical policy criteria, and apply appropriate guidelines to prior authorization requests
- Review and comprehend patient progress notes, lab reports, infusion summaries, imaging reports, and plan of care
- Determine when documentation does not meet medical policy guidelines and coordinate appropriate follow-up by clinical staff members that aid in the prior authorization process
- Follow-up with appropriate parties to meet all deadlines and prevent prior authorization denials
- Manage prior authorization process from initial submission to authorization for all assigned cases

Qualifications for authorization specialist

- Must demonstrate ability to effectively build relationships and communicate with both internal and external customers
- Must be able to accurately document and verbalize issues and have the ability to work with in a team environment and across departments
- Must be able to work in an environment where meeting and executing on timelines is essential
- Works well in high-pressure situations
- Ability to work closely and effectively with peers across the organization and with the medical staff
- Motivated, shows initiative, and collaborates well in a team setting