



Example of Authorization Specialist Job Description

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Our growing company 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

- Independently monitors incoming drug prior authorization correspondences
- Orients and assists the training of new staff
- Schedule patient's deliveries and address all patient needs in one phone call with a positive and caring attitude
- Ensures proper follow-ups are initiated so patient's therapy is not disrupted. • Ensures individualized care goals are met
- Act as a central resource for the entire specialty across all sites to ensure authorization requirements by insurer are documented and available to procuring staff and that changes to requirements are communicated
- Act as subject matter expert in insurance authorization requirements and timeframes including but not limited to surgical and outpatient procedures
- Act as a central resource to collaborate/communicate with staff procuring authorizations and insurers as needed
- Acts as a central resource to proactively and continuously educated on regulations/ updates and supports a current knowledge base of source materials available to impacted staff
- Act as a central resource to manage, monitor, and validate pre-procedurally using a risk stratification method, that authorizations are available and correct for cases identified as high risk and/or high cost

Qualifications for authorization specialist

- Self-motivated, enthusiastic and detail oriented individual with great

- Basic understanding of the benefits investigation process which includes deductible, out of pocket and benefit exclusions
- Minimum of two (2) years experience in the medical field
- Working knowledge of office referrals and surgical and hospital authorization procedures
- Master in Information Services (IT)