Our company is looking for an authorization specialist. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for authorization specialist

- Act as a central resource to proactively identify admission type orders post procedurally that do not align with authorization and triage/escalate those admissions at risk of non-payment to case managers
- Act as a central resource to manage, monitor and track data related to underpayments, denials and revenue opportunities to plan/implement performance improvement strategies intended to reduce the number of denials
- Prepares a variety of reports from categorize denials based on root cause findings and trends and distributes reports to appropriate management, physician and staff to ensure continuous improvement
- Promotes individual professional growth and development by meeting requirements for mandatory/continuing education and supports department-based goals which contribute to the success of the organization
- Researches and documents coverage determination requests for prior authorization (PA) by independently researching the EMR chart notes and historical clinical data to identify prior therapies and treatments
- Identifies insurance treatment requirements and reviews the medical record to assure the insurance requirements are met for prior authorization approval
- Responsible for applying clinical knowledge when assessing and responding with alternatives to deniedauthorizations for Pharmacy and Medical Service
- Reviews clinical documentation in the Electronic Medical Record and preps findings and research for providers (may be responsible for over 50 provider panels) when further clinical clarification is needed in the prior-authorization process to meet insurer contractual requirements and optimize patient

- Packages and provides alternate options to the provider when an authorization is denied

Qualifications for authorization specialist

- Strong technical skills on SAP authorization management (relevant Sap tables as AGR_*, TOBJ, PFCG…)
- Strong technical knowledge on identity management life cycle processes
- Knowledge of data security, segregation of duties and risks management principles and how it impacts the operations
- A minimum of 5 years of experience within the area of authorization management in SAP solution is required
- Strong set of broad technical skills and expertise with word processing, spreadsheet, and database software to analyze, organize, and present information
- Excellent organizational skills, including a strong orientation to detail and deadlines