



Example of Authorization Specialist Job Description

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Our company is looking to fill the role of authorization 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 authorization specialist

- Works closely with and supports team efforts to accomplish authorization
- Provides effective communication to team members and other health care professionals and maintains confidentiality
- Ensures insurance patient's coverage, resolves any issues with authorization and escalates complicated issues to the appropriate manager
- Works to establish timely, correct insurance prior to the patient's procedure in order to financially secure the prior authorization, promotes good customer service, efficient and accurate billing and prompt reimbursement
- Demonstrates ability to adjust service approaches to reflect developmental level of population served
- Maintains compliance with departmental quality standards and productivity measures
- Utilize authorization resources along with any other applicable reference material to obtain accurate prior authorization
- Reviews and interprets medical record documentation for patient history, diagnosis, and previous treatment plans to pre-authorize insurance plan determined procedures to avoid financial penalties to patient, provider and facility
- Utilizes payor-specific approved criteria or state laws and regulations to determine medical necessity or the clinical appropriateness for inpatient admissions, outpatient facility, office services, durable medical equipment, and drugs in terms of type, frequency, extent, site and duration, and

Qualifications for authorization specialist

- Must possess strong computer skills and have working knowledge of Microsoft outlook, Microsoft Word and Excel
- Must have exceptional organizational skills and a keen attention to detail, and be multi-task oriented
- Familiar with standard concepts, practices and procedures within the Patient Access field
- Previous work experience within a higher education environment
- At least one year of compliance work experience or demonstrable comparable skills
- At least one year of database work experience or demonstrable comparable skills