



# Example of Healthcare Specialist Job Description

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

## Responsibilities for healthcare specialist

- Handle telephone calls to patient, surgeon, or facility to verify insurance information
  - Communicate payer information effectively to appropriate parties and departments
  - Resolve problems that may arise whether internal or external with the utmost professionalism
  - Provides follow up and ongoing training for IWSS service specifics for hospital staff and employees
  - Looks for new opportunities to reduce cost and improve performance
  - In partnership with the Integrated Waste Compliance Specialist, train hospital personnel on the regulatory requirements of the waste streams being managed
  - Proactively looks for new ways or services to increase the profitability of the program
  - On an ongoing basis, provides the customer quick resolution and follow-up on all projects and issues
  - Research, analyze, present results, and recommend intelligent solutions to solve problems and address business challenges by applying a knowledge of healthcare claims analysis, critical-thinking skills, and healthcare experience/expertise
  - Determining credibility and usability of claims data prior to delivery of analytic results
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- Demonstrates knowledge of Microsoft Office Products
- Demonstrates knowledge of all hospital related waste streams
- Hazardous Materials and OSHA Regulations
- 2-4 years experience in insurance verification or patient registration
- Prior authorization/precertification experience preferred
- Previous experience with out of network providers preferred