



Example of Insurance Verification Specialist Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of insurance verification 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 insurance verification specialist

- Obtain financial verification and pre-certification as required for patients' visits
- Locate, and verify current insurance and demographic information for patient and/or guarantor
- Document financial and pre-certification information according to defined process in a timely manner
- Assist with review and follow up of denials and payment discrepancies identified through the denial system which are directly related to the verification and authorization process
- Follow up with insurance, physicians, and any other area that can validate and assist with actions and information needed in order to properly review, dispute or appealing denial
- Maintain timely and efficient follow up on successfully submitted appeals until a determination is made on the appeal
- Verify insurance coverage for changes in medication orders
- General knowledge of insurance terms and coverage preferred
- Collects and reviews all patient insurance information needed to complete the benefit verification process
- Verifies patient specific benefits and precisely documents specifics for various payer plans including patient coverage, cost share, and access/provider

Qualifications for insurance verification specialist

- Will need to know how to manage their time based on time of month, knowing when getting new patients is priority, when getting documentation is priority and shipping CGM's is priority
- Some knowledge of the Insurance business or strong knowledge of structured finance / structured credit products
- Visual Basic Access and database experience (beneficial)
- Knowledge of Intex and Trepp
- Management experience (beneficial)
- Ability to motivate to enhance current processes