



# Example of Insurance Verification Specialist Job Description

Powered by [www.VelvetJobs.com](http://www.VelvetJobs.com)

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

## Responsibilities for insurance verification specialist

- Verifies insurance eligibility and benefits and ensures all notifications and authorizations are
- Verify information on incoming documents for accuracy
- Scan and upload documents from insurance providers into electronic records system
- Submit changes to patient prescriptions in the system
- Obtain authorization for payment
- Should have EMR experience
- Retrieves demographic information from schedule posting and enters the information in database
- Communicates with physician offices, insurance carriers and patients to obtain the most current and updated information
- Verifies patient insurance coverage via phone/or online for surgery procedures
- Determines if referrals or authorizations are required for specified procedures

## Qualifications for insurance verification specialist

- Know how to prioritize patient files on a daily and monthly basis
- Manage your time based on time of month, knowing when getting new patients is priority, when getting documentation is priority and shipping CGM's is priority

- Minimum of 2 years of medical business office experience with insurance procedures and patient interaction
- Ability to be careful and thorough. • Ability to build relationships both in person and over the phone. • Ability to work proficiently with company software used on the project
- Primarily sedentary work in a general office environment • Ability to communicate and exchange information • Ability to comprehend and interpret documents and data • Requires occasional standing, walking, lifting, and moving objects (up to 10 lbs.) • Requires manual dexterity to use computer, telephone and peripherals • May be required to work extended hours for special business needs • May be required to travel at least 10% of time based on business needs