



# Example of Insurance Verification Specialist Job Description

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Our company is growing rapidly and is hiring for an insurance verification specialist. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for insurance verification specialist

- Offers facility payment options to patients when applicable
- Responsible for performing registration functions of patient admissions, including reviewing all information with patient, completing appropriate forms, and copying appropriate insurance cards and photo identification
- Performs insurance pre-certification, verification, and interviews patients prior to surgery
- Reviews the insurance contract profiles in AdvantX and manages reimbursement process
- Performs collections, reconciliation, and follow up activities timely on all accounts
- Schedules patient surgical procedures and maintaining the surgery schedule
- Utilize initial referral form to determine if additional information will be needed in order to complete verification of benefits
- Verify insurance coverage for all assigned patients
- Ensure procedure is covered under the patient's plan and guidelines
- Accurately code insurance in the billing system to ensure timely billing

## Qualifications for insurance verification specialist

- Requires excellent telephone etiquette, computer, customer service and organizational skills

- Following up on status of authorizations
- Communicating information to the admissions team timely
- Maintain efficient tracking of all pending authorizations to ensure timely resolution and avoid loss of revenue