Our innovative and growing company is looking to fill the role of intake 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 intake specialist

- Ability to become familiar and proficient with GCU student databases, admissions policies and Family Educational Rights and Privacy Act (FERPA) within a short period of time
- Process FERPA verifications/updates as required
- Maintain confidential student information
- Interview patient/caregiver to gather and input medical, insurance and demographic information
- Assess or evaluate the risk of shipping device based on information received in the patient interview, place of service, insurance validation and Government and Commercial Insurance requirements
- Educate the patient/caregiver on the benefits of therapy and to promote therapy adherence
- Accurately document events and communications in a timely manner
- Initiate the process for obtaining any necessary forms such as the TCR(Terms, Condition & Responsibility), ABN(Authorization of Benefits Notification) and other forms required during the training process
- Provide timely follow-up with patient/caregiver when needed
- Works collaboratively with multiple teams to optimize outcomes for our patients

Qualifications for intake specialist

- Ability to operate to the highest levels of customer care and absolute commitment to meeting strict response deadlines
- Able to dedicate long periods in front of a computer
- Excellent interpersonal skills, professional demeanor, ability to work in a team environment in a collaborative and cohesive manner, ability to cope with changing priorities professionally and to multi-task and to maintain composure while under deadline pressure
- Basic computer skills including proficiency with MS Office Suite and ability to type 45 wpm