https://www.childrensent.com/jobs/6108/

Insurance Pre-Certification Coordinator

Hiring organization
Pediatric ENT of Atlanta

Employment Type
Full-time

Date posted
July 1, 2024

Description

POSITION SUMMARY:

The Precertification Specialist is responsible for obtaining prior authorizations for all procedural orders by successfully completing the authorization process with all commercial payers.

ESSENTIAL POSITION FUNCTIONS:

- Receives the necessary insurance and surgery scheduling information from the surgery coordinators for patients scheduled for surgery. Includes information from all insurance plans except Coventry and CMO's.
- Places a call to the insurance company customer service office to pre-certify CPT codes along with an ICD9 code requested by the physician for surgical procedures.
- Checks insurance eligibility and benefits on patients scheduled for surgery.
- Informs the surgery coordinator if there is a change in insurance coverage or benefits and obtains new information from the insured so that it can be entered into our system.
- Opens a case number for insurances requiring a pre-cert, or patient eligibility and benefits are verified for. This will allow the reimbursement department to bill the surgery codes.
- Precertifies all diagnostic tests such as MRI's CT scans, Sleep Studies, pH Probes, Airway Fluoroscopies, etc.

SUPERVISORY DUTIES:

- None

POSITION REQUIREMENTS:

- High school education or G.E.D. equivalent
- At least one year of experience in a surgical medical practice is preferred
- Working knowledge of CPT and ICD9 coding
- Possesses the knowledge and experience to understand insurance terms and requirements for precertification
- Understands medical terminology, types of diagnostic tests, and surgical procedures
- Strong oral and written communication skills

WORKING ENVIRONMENT:

1. ***Physical Demands:***

Lifting Requirements: 0-20 lbs.

Frequency of Lifting 0-15% of the time

The average percent of the time during a regular shift devoted to:

Walking, Squatting, Sitting, Bending, Reaching: 90%

Standing: 10%

2. *Visual, Hearing, Dexterity, and Mental Demands:*

Vision: Adequate to perform the essential functions of the job such as read a computer terminal for long periods. Correctable to 20/20

Hearing: Adequate to perform the essential functions of the job such as answering the telephone

Speaking: Adequate to perform the essential functions of the job such as communicating via telephone

Dexterity: Adequate to perform the essential functions of the job such as sorting papers, stapling, operating a computer keyboard and other office equipment.

Mental Demands: Adequate to perform the essential functions of the job such as communication with insurance plan representatives, reimbursement staff and parents. Must be able to handle a fair amount of stress.