

Insurance Authorization Coordinator (Remote Position)

Benefits: Candidates on temporary assignment may qualify for our competitive benefits package which includes group health, life and disability insurance and voluntary benefits such as retirement savings and holiday pay.

Salary range: DOE

Employment status: Contract / Temporary to Hire

Description

We are offering a contract to hire employment opportunity for an Insurance Authorization Coordinator in Houston, Texas. This role operates within the healthcare industry and primarily involves handling insurance authorization tasks, ensuring effective communication with healthcare providers and patients, and maintaining accurate records.

Responsibilities:

- Manage all elements of insurance authorization, which includes verifying patient insurance, determining benefits, adhering to admission procedures, and securing pre-authorizations for services.
- Collaborate with external vendors to extract information from Salesforce, verify insurance details, and update the information back into Salesforce.
- Communicate clearly and effectively with healthcare providers and patients about insurance coverage constraints.
- Develop an understanding of various insurance benefits such as HMO, PPO, Medicaid, etc., and guide patients accordingly.
- Work on the front-end of the insurance process, focusing on verification and authorization rather than collections.
- Identify and resolve issues related to insurance authorization promptly to prevent service delays.
- Maintain accurate records of insurance authorizations, patient communications, and billable services within established systems.
- Utilize Allscripts, Cerner Technologies, CRM, Dentrix Dental Software, Eaglesoft, and other related software to perform tasks effectively.
- Handle inbound calls, authorizations, benefit functions, billing functions, and claim administration duties.
- Verify insurance benefits and administer Salesforce.

Requirements

- Must possess a minimum of 3 years of experience in an insurance authorization role
- Proficiency in Allscripts, Cerner Technologies, CRM, Dentrix Dental Software, and Eaglesoft software systems is required
- Should have experience in answering inbound calls
- Must have a strong understanding of authorizations, benefit functions, and billing functions
- Proven experience in claim administration and insurance authorization is necessary
- Ability to verify insurance benefits and understand insurance benefits is crucial
- Salesforce administration skills are a must
- Strong communication and interpersonal skills are necessary
- High attention to detail and the ability to multitask effectively
- Must demonstrate a high level of professionalism and confidentiality
- Excellent problem-solving skills and the ability to make decisions under pressure
- Must have a cooperative attitude and the ability to work in a team environment.

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