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## **Job description**

### **INSURANCE VERIFICATION SPECIALIST**

We are currently seeking Patient Accounts Representatives to specialize in verification of benefits and authorizations for upcoming out-patient GI procedures. The ideal candidate will have experience working with insurance companies and possess the ability to work in a high volume, multitasking environment. In addition, the candidate will be expected to demonstrate excellent phone etiquette, and customer service skills. Come join an amazing team that focuses on exceptional patient care!

#### **Recommended Skills:**

GI Experience

Advanced computer skills - Microsoft office & Quick Books

Customer service phone skills

Must be able to sit and be on the phone for prolonged periods of time

Position involves light lifting and filing

Team oriented

#### **POSITION:**

Full time benefited position Monday through Friday day shift 8:30 AM and 5:00 PM.

This position includes a signing bonus after eligibility is met.

All qualified candidates that meet the requirements listed above and who work well in goal oriented environment should submit a detailed cover letter/introduction and resume to the link above for consideration.

Job Type: Full-time

Pay: \$18.00 per hour

COVID-19 considerations:

We are following all mandated masking and COVID precautions including cleaning, social distancing in the office where possible, and daily monitoring for symptoms, exposure, and travel.