

## **Job Description – Insurance Authorization Specialist**

Do you have experience working in a medical, dental or vision practice? Have you thought about going to school for medical coding? Have you recently completed coding schooling? Do you want to make a positive impact on patients?

We are looking for a dedicated and detail oriented team member to verify benefits and obtain authorizations for upcoming procedures. We are a growing medical practice, with an amazing group of physicians.

We are currently seeking an Insurance Authorization Specialist to obtain authorizations for 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:**

- 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 once 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.

SDG has embraced a COVID-19 vaccine requirement for employees with reasonable accommodations to promote the utmost safety in all workplaces.

Job Type: Full time

Pay: \$19.15 per hour