

## **Insurance Authorization Specialist**

Our team is looking for the next billing Rockstar to join our insurance verification team. The ideal candidate has experience working with insurance companies obtaining authorizations. To be successful in this position, the candidate must be able to prioritize the daily procedure authorizations and a sense of urgency in caring for our patients.

A typical work day involves working at a self-managed pace while meeting our time sensitive deadlines. In addition, the candidate will be expected to demonstrate excellent phone etiquette, and customer service skills taking in-bound and out-bound calls related to billing and coding questions.

Come work with the most successful GI practice in Colorado and help our providers deliver 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 onsite Monday through Friday day shift 8:30 AM and 5:00 PM.

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: \$20.13 per hour

Expected hours: 40 per week

Benefits:

- 401(k)
- Dental insurance
- Disability insurance
- Employee assistance program
- Flexible spending account
- Health insurance
- Health savings account
- Life insurance
- Paid time off
- Vision insurance

### **Experience:**

- Authorization: 1 year (Preferred)
- Medical billing: 1 year (Preferred)

Work Location: In person