Insurance Verification Specialist

An application is required for this position

Essential Functions:

- The insurance verification specialist is responsible for verifying patient insurance coverage, to ensure necessary procedures are covered by an individual's provider.
- Entering data in an accurate manner, as it is his/her job to update patient benefit information in the organization's insurance system and verify that existing information is accurate.
- This position requires professionals to spend extensive amounts of time on the phone with insurance companies.
- Serves as a valuable resource to patients, providing them with pertinent information regarding their coverage.
- Works well with patients to explain coverage amounts provided by their insurance policy, so they can understand why some procedures may be covered, while others are not.
- Must also be willing to perform light administrative duties as needed.

Qualifications:

Education:

- The minimum education required to become an insurance verification specialist is a high school diploma.

Experience:

- Two years of experience working in a clinic, Urgent Care or billing setting is preferred.
- An insurance verification specialist must have experience working with insurance companies, and have extensive knowledge of different types of coverage and policies.
- Competitive applicants have a working knowledge of medical terminology and are familiar with insurance and medical billing policies and procedures.
- Must have excellent multitasking skills, with the ability to work on many projects at once.
- Must be very detail-oriented and organized, to maintain accurate patient insurance records.
- Able to focus and work quickly, as insurance paperwork commonly needs to be processed in a timely manner.
- Must work well with others, as to work as part of a health care team, striving to provide patients with the best care possible

Language Ability:

Ability to read and navigate systems such as Insurance Cards, and electronic insurance portal. Ability to read, understand, respond to and speak to or of any and all e-mails that include communications regarding any item within Responsibilities. Verbal communication must be clear and concise as needed to physically speak to live and/or automated systems.

Computer Skills:

Able to perform all functions both physically and mentally to proficiently use and/or learn Windows, Any EMR systems, any copiers/scanning, any fax systems, any Microsoft type systems, any e-mail systems, any internet systems, any database software which would be required to function in responsibilities.

Physical Demands:

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions as long as the individual is Qualified for the position and the disability does not present a Hardship to the business and/or business need.

While performing the duties of this job, the employee is regularly required to sit, stand, may use all functions of hands, wrists, and fingers as needed to type approximately 20 words per minute, and arms. Use means necessary to communicate verbally, written, and via telephonic communications.