



MATHIESEN MEMORIAL HEALTH CLINIC

Job Title	Authorization Specialist
Reports To	Clinic Administrator
FLSA Status	Non-Exempt
Salary Range	\$20.90-\$33.00 per hour

Job Description

Position Summary

The Authorization Specialist is responsible for obtaining authorizations for a variety of medical services/procedures for patients as requested by the medical provider. As an integral member of the patient's healthcare team, the Authorization Specialist will collaborate with medical providers, nursing staff, and other patient care support staff to ensure patients receive specialty services timely and efficiently.

Essential Duties

- Gathers necessary documentation to submit to various insurance companies for approval.
- Maintains accurate records of authorization status and documents in the EHR and/or Excel spreadsheet.
- Answers, responds, and documents phone calls, requests, and questions from patients in a timely manner.
- Utilizes third party payer/insurance portals; understands insurances and their expectations for authorization approvals.
- Ensures proper use of CPT and current ICD-10 codes to meet the requirements of third-party payers and specialty clinics to ensure minimal delay in securing referral appointments or pre-authorizations.
- Utilizes EHR functions to document all pertinent information.
- Accepts other job duties as assigned and as delegated.
- Utilizes electronic health record after initial training with few errors

Education and Skills

- High School Diploma or equivalent
- Knowledge of medical terminology
- Previous experience in obtaining prior authorizations
- Clinic back-office experience preferred
- Basic computer and data entry skills
- Knowledge of various clerical tasks
- Professional and effective communication skills
- Knowledge of confidential rules regarding medical information as well as the Privacy Act, HIPPA educated preferred
- Organized and able to manage competing priorities
- Efficiently work in a team environment



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Physical Requirements

The physical demands described here 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 disability to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel; reach with hands and arms, stoop, kneel or crouch; and talk and hear within normal range. The employee is frequently required to stand, walk, sit, climb, or balance. The employee must regularly be able to lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus. The ability to deal well with time constraints and emotional stress is necessary.

Working Conditions

While performing the duties of this job, the employee is regularly exposed to odors and airborne particles, potential risk to airborne pathogens. Exposure to body fluids and viruses are also potential hazards of this job. The noise level in the work environment is usually moderate.

Reasonable accommodations will be given to qualified disabled applicants pursuant to Section 501 of the Rehabilitation Act of 1973, 29 U.S. Code 791, Title 29, and the Americans with Disabilities Act (ADA).

Acknowledgement

I certify that I fully understand and am fully capable of meeting the responsibilities documented herein and will comply with all company policies, procedures, and standards.

Accepted by (sign): _____

Print Name: _____ Date: _____

Supervisor or HR Signature: _____

Mathiesen Memorial Health Clinic retains the right to change or modify job duties at any time. The above job description is not all encompassing. Needs and requirements may vary according to business needs or necessity.



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Department:	<i>Primary Care /HIIT</i>
Approved by:	<i>Chief Executive Officer</i>
Date Approved:	<i>3/7/2024</i>