

- **Insurance Verification - Hourly Range: \$18 - \$22**

- **Role and Responsibilities**

The Insurance Verification Specialist is responsible for verifying patient insurance coverage to ensure that office visits and procedures are eligible for benefits. This role includes accurately entering and updating patient benefit information within the Greenway Intergy PM system and confirming all existing data for accuracy.

Key responsibilities include:

- Verifying patient insurance benefits for scheduled services.
- Creating out-of-pocket cost estimates for all procedures and providing written estimates to patients at least three (3) days prior to their appointment.
- Communicating with the Prior Authorization department when patient insurance changes occur, ensuring timely authorization review.
- Maintaining ongoing communication with insurance companies and patients to obtain accurate benefit and coverage information.
- Notifying internal departments when a patient's insurance changes to ensure appropriate referrals and/or authorizations are in place.
- Performing light administrative duties and assisting with additional tasks as assigned by the Revenue Cycle Manager.

Qualifications and Education Requirements

- Minimum of two (2) years of experience in medical insurance billing required.

Preferred Skills

- Strong understanding of insurance benefits and claims processing.
- Proficiency with computer applications, including web browsers, Excel, and EMR software.
- Excellent interpersonal skills with the ability to work both independently and collaboratively.
- Knowledge of HIPAA regulations and a strong commitment to patient confidentiality.
- High level of accuracy, efficiency, and attention to detail.