

Insurance Verification Specialist/Pre-Certification Specialist

Full Job Description:

Chatham Orthopaedic Associates is currently seeking an experienced Insurance Verification/Precertification Specialist to join our growing, progressive practice in Savannah, GA. A large, well-established orthopaedic practice, our 13 physicians, 19 physician extenders, and 12 therapists offer the most advanced medical care and services for patients throughout coastal Georgia. Our focus is on building strong, collaborative relationships between our physicians, our staff, and our patients for improved patient care and safety.

As an Insurance Verification/Pre-Certification Specialist, you would be responsible for monitoring appropriateness and medical necessity and providing necessary information for authorization and continued visits. In this role, you will complete insurance verification and confirm pre-certifications that have been obtained or will obtain pre-certifications as needed.

Responsibilities:

- Review information for continued visits management, including type and duration of service, authorization and treatment codes, re-authorization and continued visit requirements necessary for ongoing treatment.
- Responsible for insurance verification.
- Responsible for obtaining and communication pre-authorization as needed per insurance company requirements.
- Responsible for tracking, obtaining, and extending authorizations from various carriers in a timely manner.
- Verify receipt of all necessary pre-authorization documents prior to the procedure.

Qualifications:

The preferred candidate will have a minimum of one year of experience as an Insurance Verification/Pre-Certification Specialist with electronic medical record experience and a solid knowledge of pre-certification. Athena preferred.

We offer comprehensive training and support. Interested candidates may visit www.chathamorthopaedics.com to review our services and learn more about our providers.

Job Type:

Full-Time

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Disability insurance
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

Schedule:

- 8-hour shift
- Day shift
- Monday through Friday

Ability to Commute/Relocate:

- Must be able to reliably commute to our location (Savannah, GA 31405) or planning to relocate before starting work (Required)

Experience:

- Insurance Verification: 1 year (preferred)

Work Location:

- One location