

**JOB TITLE:** Prior Authorization Clerk

**DEPARTMENT:** Intake Business Office

**REPORTS TO:** Intake Business Office Manager

**JOB SUMMARY**

 The primary responsibility of the Prior Authorization Clerk position is to facilitate the process of authorizations for elective surgeries to optimize payment of claims. The Prior Authorization Clerk will be in constant communication with clinical teams and patients to ensure the insurance payment portion of the claim is processed appropriately.

**POSITION ACCOUNTABILITIES**

* Commitment to perform all job responsibilities in accordance with the philosophy and mission statement of USA. Honest, ethical, professional behavior is a condition of employment.
* Process new prior authorizations to optimize payment of surgical claims via phone, website, fax, etc.
* Monitor cases requiring prior authorizations for response, send follow-up requests for information and/or contact insurance company in order to complete the authorization process
* Communicate with patients and clinical teams regarding follow-up required
* Resolve failing fax transmissions related to prior authorization process
* Set up peer to peer discussion as needed to facilitate prior authorizations
* Cross-train for surgery scheduling to provide necessary back up as needed
* Performs all other duties as assigned

**PHYSICAL REQUIREMENTS**

 The physical requirements listed are representative of those that may be faced by an Insurance Verification Specialist throughout their scope of employment. To conduct this position properly, applicants must be able to complete the following list of physical tasks. Reasonable accommodation will be available for those individuals with disabilities, and are not able to complete the following tasks:

* Sitting for prolonged periods of time
* Bending and/or reaching
* Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus as needed

**QUALIFICATIONS**

* High school diploma or equivalent required
* Understanding of medical terminology required
* Excellent typing and computer skills required

**The above duties are intended to describe the general nature and level of work performed. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of an employee so classified.**

**University Surgical Associates is an at will employer. Your employment with University Surgical Associates is for an indefinite period of time and it is subject to termination by you or University Surgical Associates with or without cause, with or without notice, and at any time**

**Employee Signature: Date:**

**Supervisor Signature: Date:**