

Surgical Pre-Certification Coordinator

Orthopaedic & Neurosurgery Specialists, PC - Greenwich, CT – Greenwich, CT

Job Description

Qualifications:

- High school diploma or equivalent. Associate's degree preferred.
- Minimum 2 years business or medical office experience.
- Orthopaedic and/or neurological experience preferred.
- Ability to work well under pressure.
- Strong interpersonal and customer service skills.
- Excellent computer skills.

Responsibilities:

- Pre-certifies and/or authorizes for orthopaedic and neurosurgeon doctors' surgeries.
- Utilizes Medic, Logician and surgical coordinators surgery books as instructed to complete pre-certifications
- Works as a team with billing department when surgical fees are in question.
- Obtains correct CPT procedures and ICD9 diagnoses.
- Verifies all benefit information with insurance carriers, e.g., active status, deductible and coinsurance amounts, effective dates and referral information,
- Notifies Operations Manager of any registration or insurance changes.
- Contacts managed care patients to remind them to obtain referrals for surgical procedures.
- Calls patients as needed to provide surgical estimates and benefits.
- Generates estimate of surgical fees for Medicare non assigned patients.
- Maintains filing system sorted by doctor for pre-certification and estimates and approval/denial letters from insurance companies.
- Ensures all HIPAA regulations are adhered to.
- Follows ONS' policies and procedures.
- Performs other duties/projects as assigned.

Job Type: Full-time

Required education: Associate's Degree

Required experience: Medical office: 2 years