

## Insurance Authorization Coordinator

**Benefits:** Candidates on temporary assignment may qualify for our competitive benefits package which includes group health, life and disability insurance and voluntary benefits such as retirement savings and holiday pay.

**Salary range:** \$20.00 to \$20.00 hourly  
**Employment status:** Contract / Temporary

### Description

#### Overview:

As an Insurance Authorization Coordinator, you will play a crucial role in facilitating the authorization process for medical procedures and treatments. You will work closely with healthcare providers, insurance companies, and patients to ensure that necessary authorizations are obtained efficiently and accurately. This role requires strong organizational skills, attention to detail, and excellent communication abilities to navigate complex insurance procedures and advocate for patients' healthcare needs.

#### Responsibilities:

1. **Authorization Management:** Handle the entire authorization process from initiation to completion, including gathering necessary documentation, completing forms, and submitting requests to insurance companies.
2. **Verification and Eligibility:** Verify patients' insurance coverage and eligibility for specific procedures or treatments, ensuring that services rendered are covered by the patient's insurance plan.
3. **Communication:** Serve as the primary point of contact between healthcare providers, insurance companies, and patients regarding authorization status, requirements, and any additional documentation needed.
4. **Documentation:** Maintain accurate records of all authorization requests, approvals, denials, and appeals, ensuring compliance with legal and regulatory requirements.
5. **Problem Resolution:** Proactively identify and address any issues or discrepancies in the authorization process, working with insurance companies and healthcare providers to resolve challenges and expedite approvals.
6. **Patient Advocacy:** Advocate on behalf of patients to ensure timely authorization for necessary medical procedures or treatments, providing guidance and support throughout the authorization process.
7. **Compliance:** Stay updated on insurance regulations, policies, and procedures to ensure adherence to industry standards and compliance with relevant laws and guidelines.
8. **Team Collaboration:** Collaborate with healthcare providers, administrative staff, and other members of the healthcare team to streamline the authorization process and enhance overall efficiency.

### Requirements

#### Conclusion:

MUST have medical / insurance verification experience.

The role of an Insurance Authorization Coordinator is essential in ensuring that patients receive timely access to necessary medical care by navigating the complexities of the insurance authorization process. If you possess strong organizational skills, attention to detail, and a passion for helping others access healthcare services, this role offers a rewarding opportunity to make a meaningful impact in the healthcare industry.

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