

**OrthoSouth
Tabor Division
Job Posting**

Date of Posting: June 18, 2021

Position: Precertification Specialist / Procedure Coordinator

Location: Bartlett and Primacy Offices

Work Days/Hours: Full-Time M-F

Date Position Available: Immediately

Immediate Spvr/Mgr: Daniel Fleming

Qualifications: Minimum two years precertification experience. Excellent telephone and communication skills both written and oral; the ability to handle multiple tasks; self motivated and highly organized. Maintain a positive demeanor with patients, peers, supervisors and physicians, especially when receiving feedback or direction.

Duties: For all USGI, EMG and nerve block procedures, the Precertification Specialist verifies patient's insurance benefits and eligibility, obtains required authorization, and provides procedure codes and fee estimates, and collects prepayment from patients when appropriate. This role will also be required to coordinate and schedule all USGI, EMG and nerve block procedures. In addition, any other task as assigned by supervisor or physicians.

Qualified applicants please contact Daniel Fleming by email at dfleming@orthosouth.org