

OrthoSouth Job Posting Tabor Division

Date of Posting: October 6, 2021

Position: Precertification Specialist

Location: Primacy and Kate Bond

Work Days/Hours: Full-Time M-F 8:30am-4:30am

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: 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. In addition, any other task as assigned by supervisor or physicians.

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