

**OrthoSouth  
Germantown Surgery Center  
Job Posting**

**Date posted:** December 28, 2021

**Position:** Insurance Verification Specialist

**Location:** 2100 Exeter Road, Suite 101, Germantown TN

**Date position available:** Immediately

**Workdays/Hours:** Fulltime: Monday – Friday 8:30a -5:00p

**Immediate Supervisor:** Angie Ephlin

**POSITION SUMMARY:**

The Insurance Verification Specialist is responsible for verifying insurance eligibility and benefits, i.e., private, Medicare, Workers' Compensation, PPO and HMO, including secondary claims. All claims will be coded with CPT and ICD-10 codes according to the findings in the medical record. General duties include verification of benefits and secondary insurance. Understand managed care contracts and reimbursement process. Additional duties could include chart deficiencies in medical records, answering phones, and other duties assigned.

**EDUCATION, EXPERIENCE and QUALIFICATIONS:**

High School graduate or equivalent.  
One to three years' experience in fast based healthcare setting with third party reimbursement, coding and collections  
Computer experience with windows-based patient accounting system  
Working knowledge of managed care contracts and patient financial responsibility  
Medical billing, coding, and terminology  
Willingness to learn in a fast past environment  
Excellent interpersonal skills: ability to handle multiple task; self-motivated

**Qualified candidates should contact: [aephlin@orthosouth.org](mailto:aephlin@orthosouth.org)**