



MEDICAL BILLING ASSOCIATE, PRIOR AUTHORIZATIONS JOB DESCRIPTION

Job Title: Medical Billing Associate, Prior Authorizations
Reports To: Clinic Medical Billing Manager
Main Office: Richardson, Texas
Supervisor: No
FSLA Category: Hourly; Non-exempt

MISSION

The Warren Center advocates, serves and empowers the children and families impacted by developmental delays and disabilities.

SUMMARY

Reporting directly to the Clinic Medical Billing Manager, the Medical Billing Associate – Prior Authorizations supports the overall mission of The Warren Center by effectively providing accurate medical benefits and preauthorization from commercial insurance and Medicaid carriers to our billing company and our clients to ensure accurate and timely billing of all claims for services rendered.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform the following satisfactorily.

Client Financial Information

- Ensure Third-party verifications and authorizations are accurate and processed on a daily basis for claims preparation and submission to the health plan
- Verify insurance eligibility and/or Medicaid coverage and deductibles and communicate results with clients
- Obtain prior approval (authorization) of all services if required by third party payer
- Follow up on authorizations to obtain authorizations for additional visits upon expiration or prior approval
- Maintain follow up and documentation of all physician signed evaluations as this is best practice, even if authorization is not required by insurance.

Reception Practices (backup)

- Act as an authorization and appeal liaison on behalf of the organization with health plans
- Ensure that all internal and external customers are treated with respect, provide knowledgeable answers, and a welcoming attitude
- Answer incoming authorization status calls/emails appropriately
- Intra-office and organizational communication regarding account data and claims

EDUCATION AND EXPERIENCE

- High school diploma or General Educational Development (GED) diploma

- 3–5 experience in medical billing with focus in prior authorizations
- Experience with ProviderSoft medical software preferred

ADDITIONAL TECHNICAL SKILLS, TRAITS AND KNOWLEDGE

To perform this job successfully, an individual must be able to perform each qualification satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- High energy and passion for The Warren Center’s mission is essential
- Professional, dependable, and proactive
- Strong interpersonal and communication skills, both verbal and written
- Must possess excellent time management and organizational skills
- Appropriate data and word processing skills
- Ability to use basic office technology equipment
- Demonstrate critical thinking, creativity, problem solving and decision-making skill
- Ability to read, write, perform math and accounting functions, and proof-read

ENVIRONMENT

The physical requirements and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions of the job.

- Occasional standing and lifting of at least 5 pounds (during events)
- Availability to attend evening and weekend events as needed
- Moderate to high-stress level
- Long periods of sitting
- The noise level in the work environment is usually moderate

EQUAL OPPORTUNITY EMPLOYER

The Warren Center is an Equal Opportunity Employer and we believe in an inclusive culture for all. The Warren Center provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

TO APPLY

Please submit via email one PDF attachment that includes your resume to careers@thewarrencenter.org. Include in the subject line “Medical Billing Associate, Prior Authorizations” and {First Name & Last Name}.

No phone calls.