



Prior Authorization Specialist/Medical Coder

Western New York BloodCare – Buffalo, NY

Job description ▾

About us

Western New York BloodCare is a non-profit treatment center in Buffalo, NY. Our mission is to provide superior outpatient care and support to patients with bleeding disorders.

Job Description

Western New York BloodCare is seeking a Prior Authorization Specialist/Medical Coder to join our team. This position will be responsible for obtaining prior authorizations and for appropriately coding our laboratory and clinical claims. The ideal candidate will have a strong understanding of the insurance industry.

Essential Duties:

- Serves as subject matter expert in the area of insurance prior authorization processes and coding for services rendered by our providers.
- Verifies insurance coverage for all patients including eligibility, out-of-pocket costs and prescription coverage.
- Contacts insurers to obtain payer specific prior authorization for all clinical, laboratory and pharmacy services.
- Identifies accurate CPT/ICD codes for clinical and laboratory services and ensures billing is supported by the provider's documentation.
- Submits clean claims to payers for clinical and laboratory services.
- Monitors Accounts Receivable accounts to ensure timely payment. This may include correction of denied claims and other follow up as needed.

Experience:

- Minimum of 2 years experience in the medical field
- Previous medical coding experience - Certification preferred
- Prior authorization, case management or utilization review experience
- Knowledge of CPT codes, ICD-9 and ICD-10 codes
- Working knowledge of third party payer statutory legislation and regulations
- Ability to meet deadlines
- Minimum of Associates degree in related field preferred
- Attention to detail
- Strong interpersonal communication and presentation skills
- Experience with Microsoft Office Suite (Excel, Word, Outlook) and related software programs
- Salary will be based on experience and Medical Coding Certification status

Job Type: Full-time

Salary: \$20.00 - \$26.00 per hour

Benefits:

- Dental insurance
- Disability insurance
- Employee assistance program
- Flexible spending account
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

Schedule:

- Day shift
- Monday to Friday

Work Location: In person