

Verification Insurance Specialist

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Company: Unspecified

Location: Lahore

Category: other-general

We are looking for a Verification Insurance Specialist. The Insurance Verification Specialist provides accurate and timely verification of patient insurance and ensures appropriate compliance with insurance, provider, and facility guidelines. They ensure that patient insurance information is up to date and coverage benefits are clear before accessing treatment. The role involves working directly with multiple insurance websites for benefits validation and communicating effectively and professionally with our patients and provider's offices.

Essential Functions

- Effectively provide insurance verification of benefits
- Review patient's copay
- Analyze and study insurance information to update patient and medical staff
- Update the tracking sheet
- Alert other departments of inconsistencies
- Communicate with Patients and request any missing insurance information
- Updates Office visit and calculate no shows
- Answer the emails from patients

Good attendance is expected of all employees as a normal condition of work

Other duties as assigned

Competencies

- Detailed Oriented
- Excellent communication skills
- Active Listening
- Multitasking
- Strong organizational skills
- Excellent written and verbal communication skills
- Maintain professional demeanor
- Intuitive and resourceful

HIPAA Privacy & Confidentiality Requirements

The Insurance Verification Specialist will have access to confidential information, both written and oral, in the course of his/her employment and job responsibilities. In order to maintain the integrity of Protected Health Information (PHI), this information is not to be disclosed to any unauthorized individuals as outlined in the Policies and Procedures of HRMD. This job requires working in the US time zone (Central time: Dallas Texas).#J-18808-Ljbffr

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