

Scheduler / Prior Authorization – Special Procedures

Location:	Denver, CO
Schedule:	Full Time
Scheduled Days & Hours:	M-F
Job Details:	<p>Our state-of-the-art center is looking for a Prior Authorization/Special Procedure Scheduler that fits our mission of excellence in urology. Every member of our team plays a crucial role in fulfilling our promise of excellence to our patients. If you are a dynamic person that thrives in a learning environment and takes pride in your work, we'd like to hear from you.</p> <p>ESSENTIAL FUNCTIONS:</p> <ol style="list-style-type: none">1. Coordinates scheduling of appointments specific to the diagnosis of Peyronie's disease.2. Initiates the steps necessary to obtain referrals and/or pre-certification/ authorization from insurance companies for medications, injections and infusions such as Xiaflex, Testopel, Xgeva, Prolia and LHRH class of medications (e.g. Lupron, Firmagon, etc.).3. Heavy telephone use with patients, providers and insurance companies.4. Provide patient with specific instructions and information regarding their ancillary services.5. Utilize the electronic medical record for managing queries of orders on a regular basis.6. Document information in the electronic medical record for tracking purposes.7. Back up to the other Ancillary Schedulers as needed.8. Provides support services to patients, physicians and center staff. Answer questions regarding patient appointments and testing.9. Greets patients and callers in a prompt, pleasant, and helpful manner.10. Assist in establishing office processes and workflows.11. Assists in the care and maintenance of the office equipment.12. Attend staff meetings. <p>KNOWLEDGE:</p> <ol style="list-style-type: none">1. Knowledge of medical office procedures.2. Knowledge of grammar, spelling, and punctuation to type patient information.3. Knowledge of basic arithmetic to make calculations, balance and reconcile figures, and make changes accurately.4. Knowledge of insurance referrals and pre-authorization requirements and how they are processed. <p>SKILLS:</p> <ol style="list-style-type: none">1. Skill in operating a computer, copy machine, and fax.2. Skill in answering the telephone in a pleasant and helpful manner. <p>ABILITIES:</p> <ol style="list-style-type: none">1. Ability to read, understand, and follow oral and written instruction.2. Ability to sort and file materials correctly by alphabetical or numeric systems.3. Ability to speak clearly and concisely.4. Ability to establish and maintain effective working relationships with patients, employees, and the public.5. Ability to multi-task with strong organizational skills.

EXPERIENCE:

1. Two-year work experience in a medical office setting. Referral and prior authorization experience required.
2. Knowledge of medical terminology.
3. Word processing and computer experience. Accuracy more important than speed.

ALTERNATIVE TO MINIMUM QUALIFICATIONS:

Additional appropriate education may be substituted for one year of work experience.

EDUCATION:

High school diploma or equivalent.

As an affirmative action/equal opportunity employer, TUCC is committed to making all employment decisions based on valid requirements. No applicant shall be discriminated against in any terms, conditions or privileges of employment or otherwise be discriminated against because of the individual's race, creed, color, religion, gender, national origin or ancestry, age, mental or physical disability, sexual orientation, gender identity, transgender status, genetic information or veteran status. TUCC does not discriminate against any "qualified applicant with a disability" as defined under the Americans with Disabilities Act and will make reasonable accommodations, when they do not impose an undue hardship on the organization.