

## **Establish your Future at SOS –**

### **Authorization and Scheduling Representative – Full Time**

This position requires excellent communication and customer service skills, HS diploma or GED, at least one-year experience with working with various insurances obtaining authorizations for and scheduling of physician ordered exams, MRI's, bone scans, etc. Coordinates a high amount of incoming referrals/testing, great communication skills a must. Must be courteous, efficient, able to multi-task in a fast pace setting and be detail oriented.

Rewards for working at SOS, 17 PTO Days Annually, 7 & 1/2 Paid Holidays  
Monday – Friday work week, Medical and Dental Benefits, 401K, Life Insurance, LTD.

Mail resume to SOS, 5824 Widewaters Parkway, East Syracuse, NY 13057 Attn: HR Dept, by email to [hr@sosbones.com](mailto:hr@sosbones.com) or via fax to 315-552-6277. SOS is an EOE. No phone calls please.