

NYS DOL



Establish your Future at SOS On-site authorization and scheduling Representative

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 physician ordered exams and then scheduling MRI's, bone scans, etc. Coordinates a high amount of referrals to outside offices, 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 or via fax to 315-552-6020. SOS is an EOE. No phone calls please.