

Resumes to: _____ _____

Establish your Future at SOS

Surgery Authorizations Specialist Monday through Friday - Full Time

The primary responsibilities for this position are:

Obtains complete insurance benefits using surgical codes, documents accordingly in E.H.R and provides patients information on their monetary responsibility and may collect payment prior to surgery. Obtains pre-certifications surgeries and DME products for post-surgery and accurately documents our E.H.R/Surgical Tickets. Performs online verifications and authorizations with certain insurance companies or phone calls. Updates any patient insurance changes.

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/or surgeries. Coordinates a high amount of incoming surgical auth needs, great communication & organization 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.