



**Healthcare Associates in Medicine,
A Division of Orlin & Cohen Medical Specialists Group**

Job Title: Authorization Specialist **Department:** Financial Services
Reports to: Associate Director of Coding,
Surgical Scheduling,
Authorizations

Healthcare Associates in Medicine a Division of Orlin & Cohen is seeking a full-time Authorization Specialist. This is a great opportunity for the right applicant to advance their skills in the medical billing field. This position offers future employment growth and learning.

This is a full-time position. Days and hours of work are Monday through Friday, 8:30 a.m. to 5 p.m. This position is located on Staten Island, NY. This full-time position will offer a competitive salary, Paid Time Off and a full range of benefits. EOE

Responsibilities (include but are not limited to):

- Initiate and obtain prior authorizations from insurance carriers.
- Responsible for ensuring the appropriate documentation is compiled in order to obtain authorizations.
- Work with insurance companies in a professional manner.
- Navigate insurance company websites and policies to obtain patient care treatment authorization.
- Contact applicable insurance companies, through internet or phone depending on requirements, and relay pertinent patient information to them for billing and medical pre-authorization purposes.
- Exhibit and manage excellent turn-around time in order to ensure timely authorizations.
- Provide excellent customer service, care, and communication for our patients in an efficient manner.
- Consistently work in a positive and cooperative manner with fellow Team Members.
- Demonstrate flexibility to perform duties wherever volume deems it necessary.
- Other duties as assigned.

Education/ Experience:

- High school diploma or equivalent required.
- Minimum of 2 years working within a healthcare environment.
- Proficient in electronic medical records.
- Ability to provide excellent patient care.
- Ability to work in a fast pace environment.
- Must possess strong communication and organization skills.
- Working knowledge of PCs and Microsoft Windows.

COVID Vaccination is required

About Healthcare Associates in Medicine:



**Healthcare Associates in Medicine,
A Division of Orlin & Cohen Medical Specialists Group**

For over a decade, we at Healthcare Associates in Medicine, a division of Orlin & Cohen, have provided the best and most comprehensive care for New Yorkers in Staten Island and Brooklyn. While our offices and staff have changed over the years, our commitment to our patients has not. It is this commitment that has both sustained our longevity while helping to develop a strong reputation as a top health care provider.

Equal Opportunity Employer