

Prior Authorization Coordinator

Prosperity Pharmacy is currently recruiting for an energetic and compassionate individual to work a fulltime daytime shift(Monday-Friday). The ideal candidate for this position is a patient-focused, detail-oriented individual with a strong ability to build relationships with customers. This individual is able to multi-task, problem solve, and has good computer skills. 2-3 years experience in insurance billing in a pharmacy setting strongly preferred. Excellent telephone and customer service skills required.

Summary of essential job functions:

- *perform insurance eligibilty verification and benefit investigation on referrals.
- *handle prior authorization coordination between physicians' offices and third party payers to facilitate the process and reduce administrative burden to physicians.
- *Verify patient assistance benefits and coordinate appropriate patient assistance plan when needed.
- *support sales staff in client needs including, pharmacy research issues, client pre-authorization requests, customer research requests, eligibility research, appeals/correspondence
- *manage workload effectively to ensure that timely handling and follow up of PA's occurs.

Minimum Requirements:

- * Highly motivated individual with at least 1 year healthcare, insurance or benefits experience preferred in the healthcare industry and a record of success.
- *excellent communication and interpersonal skills
- *ability to interface with a wide variety of people in a truely professional manner
- *proficient with excel, work and power point/ comfortable with using web applications
- *strong health benefit knowledge
- *team player a must
- *excellent listening skills