

# Verification Specialist

## The Surgery Center of Middle Tennessee

We are currently searching for a **(Full-Time) Verification Specialist** to work Mondays – Fridays (8:30-5:00) who can work cooperatively with staff and physicians and perform a variety of tasks. This position is responsible for the daily functions of the insurance verification process, which includes verifying benefits, checking patient eligibility to determine coverage, and notifying patients of their financial obligations, as well as ensuring that money will be collected the day of surgery.

### **Other job duties and responsibilities**

Reviews and maintains records to ensure accuracy

Enters data electronically to process patient information

Maintains all patient records

Abstract clinical information from a variety of medical records

Maintains strictest confidentiality and adheres to all HIPAA guidelines and regulations

Manages proper submission of documents in a timely fashion

Attends in-services, seminars, and webinars for additional education and performance improvement

Reviews insurance benefits and insurance requirements on all new patients prior to surgery

Verification of medical benefits, which includes contacting private insurance companies, Medicare,

and Medicaid to obtain benefit information (phone or electronically)

Determines if the patient can be seen at the ASC based on their insurance coverage

Updates the upfront collections log as needed

Meets with patients regarding their insurance benefits

Works with the Physician practice to coordinate benefits and upfront collections where needed

Completes verification in a timely manner to allow time for patient liability calls

Contacts patients with patient liability information

Makes arrangements for patient payments based on center guidelines

Strong experience with 10-key

Types a minimum of 40 wpm

Strong knowledge of Microsoft Excel and Outlook

Attends all required education

Regular and predictable attendance

Performs other duties as assigned

You must possess a HS school diploma/GES, previous experience in health insurance verification/billing (REQUIRED), and knowledge of Microsoft Word/Excel.

If you are interested in working in an environment that provides exceptional patient care, please apply online or send resume to: rhollis@amsurg.com

**Apply Now! Come Join our Team! We offer Competitive Pay, Medical, Dental and Vision Plans Plus, Work/Life balance by Paid Time Off**

*Effective November 1, 2021, AMSURG's Vaccination Policy requires all teammates, including clinicians and independent contractors, to be fully vaccinated for COVID-19 as a condition of employment or engagement. Regardless of position, all new hires must submit proof of vaccination and or obtain an approved medical or religious exemption as a condition of employment. This policy is designed to protect the health and safety of our patients, communities, and each other.*

*Must pass a background check and drug screen.*

**We do not discriminate in practices or employment opportunities on the basis of an individual's race, color, national or ethnic origin, religion, age, sex, gender, sexual orientation, marital status, veteran status, disability, or any other prohibited category set forth in federal or state regulations.**

**We are an equal opportunity employer.**