



<https://www.halostaffing.com/position/medical-front-office-2-2-3/>

Medical Front Office Specialist

Description

Medical Front Office Specialist Needed for Busy Family Practice

SUMMARY:

We are looking for a professional to help make the front office and insurance verification process run smoothly. The teams culture calls for superior customer service, excellent understanding of scheduling and insurance. This includes insurance verification, authorizations, entering demographics, and all check in and check out duties.

Responsibilities

- Answer telephones using correct telephone etiquette at all times, recording legible and complete messages, handling questions, transferring incoming calls appropriately, contacting physicians, insurance companies, hospitals, diagnostic facilities, billing departments, etc... as necessary.
- Review patient intake information to verify insurance coverage.
- Verify patient insurance information, call for insurance authorization, patient address, telephone, etc...
- Responsible for scheduling new and follow up appointments including patient testing.

Qualifications

- 2+ years medical administrative experience
- High Degree of Professionalism and confidentiality
- Ability to multi-task while producing accurate work
- Prior experience with HMO, PPO, Commercial, Medicare insurances is a plus
- Be familiar with referrals, authorization, pre-certifications, and eligibility

Hiring organization

HALO Staffing Group

Employment Type

Full-time, Temporary to Permanent

Beginning of employment

5/18/2020

Duration of employment

Long Term

Industry

Healthcare/ Medical Office

Job Location

Tarzana, CA

Working Hours

Full Time: Monday - Friday

Base Salary

\$ 17 - \$ 18

Date posted

May 12, 2020

Valid through

17.07.2020