

PRE-CERTIFICATION CLERK

QUALIFICATIONS

Minimum Requirements

High School graduation or equivalent, and one (1) year of experience managing medical records with demonstrated successful experience in accurate maintenance, filling, and meeting deadlines.

Required Knowledge, Skills, and Abilities:

- Working knowledge of office terminology, equipment, procedures, and English
- Working knowledge of managing medical records;
- Basic knowledge of and ability to understand authorization systems for medical services;
- Ability to operate a computer and other office machines;
- Knowledge of standard office software applications;
- Possesses a professional manner;
- Ability to recognize alphabetical and numerical sequences;
- Ability to effectively communicate with courtesy and tact;
- Ability to follow and understand oral and written directions related to tasks;
- Ability to understand and follow organizational policy and procedure;
- Ability to follow direction and meet deadlines;
- Ability to work accurately and thoroughly;
- Ability to establish and maintain effective working relationships;
- Ability to communicate well in both oral and written form;
- Ability to maintain confidential information;
- Ability to work as a team player;

DUTIES AND RESPONSIBILITIES

General Statement

Under the supervision of the Precertification Supervisor, performs responsible clerical tasks in the maintenance of medical records and health information; the work involves the exercise of good judgment in the application of prescribed procedures and methods to routine matters; performs related work as required.

Statement of Duties:

- Medical record collection and maintenance;
- Reviews files for inaccuracies;
- Collects documentation from various sources for organized and accurate compilation;
- Interfaces with and works collaboratively with collections staff;
- Types packets once given records from all clinics to acquire pre-certification;
- Answers calls and organizes peer-to-peer for supervisor;
- Fax pre-certs to various insurance companies with accuracy;
- Organizes pre-cert packets once faxed while awaiting peer-to-peer;
- Interfaces with and works collaboratively with billing staff;
- Establishes and maintains files;
- Maintains patient confidentiality;
- Manages and routes medical documentation with accuracy and promptness;
- Detects inaccuracies and informs the appropriate individuals.

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- Maintains consistent and required communication with the organization's clinical sites;
- Adheres to the policy and procedure of the organization;
- Other duties as assigned.

The position description above is intended to be sufficient to identify the position and be illustrative of the many duties that may be assigned. It should not be interpreted to be exclusive, or describe all the duties the holder of this position may be required to perform.

Linda Riley
CEO Approval

02-25-08
Date

Linda Riley
CEO Approval

05-16-11
Date Revised