

 Oroville Hospital <b>Job Description for  Authorizations Clerk</b>	Department:	<b>Oroville Internal Medicine</b>
	Dept.#:	<b>7089</b>
	Last Updated:	<b>7/23/08</b>

### **Reports To**

Clinic Management Director

### **Job Summary**

The Authorizations Clerk is responsible for completing prescription, procedure and benefit authorizations.

### **Job Duties**

1. Processes Prescription Authorizations
2. Processes Procedure Authorizations
3. Checks Patient Eligibility
4. Checks Patients Benefit Eligibility
5. Schedules Procedures
6. Notifies Patients of Scheduled Procedures
7. Completes Referrals
8. Enters Authorizations into the Computer System
9. Demonstrates Good Customer Service Skills

### **Qualifications**

1. High School graduate or its equivalency required. Baccalaureate degree in business administration preferred
2. Prior experience in clinic business office preferred
3. Working knowledge of computers and billing software
4. Working knowledge of all payor billing requirements and policy guidelines
5. Completion of crisis prevention training

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### **Lifting Requirements**

The light category requires that an employee be able to lift a maximum of 20 pounds and frequently lift and/or carry objects weighing up to 10 pounds.