



HealthRev Partners is a growing organization seeking qualified and experienced RCM Authorization Specialist.

We offer an exciting and progressive professional environment that encourages collaboration, innovation, and work/life balance. This is a remote position with excellent compensation and benefits including unlimited Paid Time Off. If you meet the qualifications within this job description, are a self-starter, and are a team-oriented person with exceptional customer service skills, we want you!

Essential Job Requirements:

- Eligibility and benefit verification at the time of admission and monthly thereafter.
- Initiate start of care and ongoing authorization requests following set guidelines and accurate entry of related information in designated EMR/EHR system.
- Perform routine review of appropriate workflows and redirect as needed.
- Demonstrate ability to solve problems independently and at an optimal level.
- Communicate issues that may result in a lapse in authorization to appropriate staff.
- Work schedule is Monday – Friday 8 am to 5 pm EST.
- Remote position.

Minimum Qualifications/Expectations:

- 2+ years directly completing Home Health and Hospice insurance verifications and requesting authorizations.
- Experience in multiple EMRs and other common clearinghouses.
- Analytical thinker with strong written and verbal communication skills.
- Must be able to speak, write, read and understand English.
- Must have designated workspace free from noise and distraction.