

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. 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:

- ❖ Conduct eligibility and benefit verification during admission and monthly thereafter
- ❖ Initiate start-of-care and ongoing authorization requests in adherence to established guidelines, ensuring accurate data entry in the designated EMR/EHR system
- ❖ Regularly review and optimize workflows, making necessary adjustments
- ❖ Demonstrate independent problem-solving skills at an optimal level
- ❖ Communicate potential authorization lapses promptly to relevant staff
- ❖ Follow a Monday–Friday work schedule from 8 am to 5 pm Mountain Standard Time

Minimum Qualifications:

- ❖ Must reside in the US
- ❖ 2+ years directly completing Home Health and Hospice insurance verifications and requesting authorizations preferred
- ❖ Experience in multiple EMRs and other common clearinghouses
- ❖ Experience in HomeCare HomeBase is preferred
- ❖ 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

HealthRev Partners is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, age, protected veteran status, or disability status. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.