**Eastern Oklahoma Medical Center**

 **Position Description**

**POSITON: Pre Cert Clerk Date: Feb 2019**

**DEPARTMENT: Admitting Approval:\_\_\_\_\_\_\_\_\_**

**POSTION SUMMARY:**

General Summary: According to established guidelines, obtains precertification authorization from insurance companies for patients with scheduled surgical procedures, and various tests, including MRIs, CTs, Sleep studies. In doing so, identifies and contacts patient’s insurance company for eligibility, pre-existing, and exclusions; provides patient’s medical history, treatments received, current conditions, and planned surgical treatment. Determines if prior approval is needed and notifies the appropriate department staff of outcome and the patient when necessary

**POSITONS ACCOUNTABILITIES:**

1. Obtains precertification, prior approval, or pre-determination authorization for scheduled tests and surgical procedures by contacting patient’s insurance company, including workman’s compensation carriers, for eligibility, pre-existing, or exclusions; provides patient’s medical history, treatments received, current conditions, and planned testing or surgical treatment. Determines if prior approval is needed and notifies the appropriate department staff of outcome and the patient when necessary.

2. In doing so either contacts insurance company by phone, fax or completes documentation via on line computer form with pertinent information including patient history, diagnosis, current symptoms

3. Assists in answering patient questions when they present regarding insurance coverage for a procedure, and if authorization is required, or will direct accordingly.

4. Responsible for ensuring all patients signs the consent form.

5. Documents in the computer system the precertification, prior approval or pre-determination authorization information from the insurance company

6. Answers telephone in a courteous manner.

7. Consistently strives to increase productivity, through innovative techniques.

8. Adapts to change in workload as necessary, continually uses time to the departments advantage.

9. Willingly performs assignments outside scope of classification.

10. Has a sound knowledge of all departmental policies and procedures.

11. Maintains a thorough knowledge of the computer system as it pertains to Admitting.

12. Attends and participates in continuing education consistent with requirements.

13. Establishes good rapport with patients and visitors, respecting patients right to privacy and confidentiality of information.

14. Responds to requests in a friendly and cooperative manner.

15. Handles telephone inquires with courtesy and accuracy.

16. Performs duties with minimal supervision.

17. Recognizes and performs duties which need to be performed, although not directly assigned.

18. Makes sound judgments based on factual information.

19. Does not abuse or take advantage of sick time, vacation, or tardiness, in punctual and observes work schedule.

20. Assists in other areas, as workload requires.

21. Performs all other duties assigned.

**POSITON QUALIFICATION:**

**Minimum Education** High School Diploma

**Minimum Experience** One (1) year preferred

**Required Licensure/Certification / Registration** N/A

**Skills**  Excellent communication skills typing, 10 key

 computer, photocopy machine , fax machine,

 and multi line phones.

**Physical Demands** Prolonged sitting, extensive use of computer,

 some walking, and ability to lift 20 lbs.

**Working Conditions** Position is primarily sedentary. Generally

 pleasant environment. Occasional pressure

 due to contact with patients who are ill,

 victims or crime, or trauma.

Employee Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_

Admitting Supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_