

LOWER UMPQUA HOSPITAL JOB POSTING

Position	Pre-Service Coordinator		
Department	Admitting		
Status	Full-time		
Post Date	December 27, 2019		
Date Available	ASAP		
Close Date	Until filled		
<p>Under the supervision of the Patient Accounts Manager, handles activities related to orders, referrals, authorizations and financial counseling both prior to and after the service being rendered. Assists with projects and assignments directly related to patient access and the revenue cycle. The Pre-Service team handles activities related to orders, referrals, authorizations and financial counseling both prior to and after the service being rendered. Assists with projects and assignments directly related to patient access and the revenue cycle.</p> <p>General Responsibilities:</p> <ul style="list-style-type: none"> • Process orders and referrals received; obtain, document and verify referral, pre-authorization, or pre-certification information to ensure financial reimbursement for services rendered; • Financial counseling to advise patients of estimated costs and patient liability such as deductible, co-pay or deposits required. Contact self-pay patients to make payment arrangements or discuss charity options; may assist with Medicaid application process • Verify Insurance Benefits Eligibility using system, web-based and telephone resources • Schedule or coordinate scheduling of procedures for multiple departments; communicate issues with ordering physician staff as needed • Daily review census for emergency room and inpatient visits; notify insurance by phone or fax; coordinate information with Utilization Review department • Back up Switchboard operator • Other duties as assigned <p>Minimum Qualifications:</p> <ul style="list-style-type: none"> • Minimum of one (1) year directly transferable exp. in a medical office setting utilizing data entry skills, insurance websites, and various software applications • Experience utilizing ICD-9 and CPT Coding required • Experience working in a medical office or scheduling Center • Must be able to accurately type a minimum of 40 wpm. <p>Minimum Requirements:</p> <ul style="list-style-type: none"> • Must demonstrate an ability to work with various office machines and equipment such as computers, printers, copying machines, multi-line telephones, paging systems and fax machines • Knowledgeable in pre-authorization procedures and reimbursement denial follow up • Excellent clerical skills including computer terminal knowledge and correct spelling and grammar • Medical terminology • Strong organizational and multi-tasking skills working under pressure in a high volume environment • Must have excellent interpersonal communication skills and public relation skills • Must have appropriate manner, conduct and grooming for a business office setting • Must be capable of working under pressure with continuous telephone calls, projecting a friendly and professional image • Must have the ability to hold in confidence any information regarding patients, personnel, or any other matters which are confidential in nature • High level of understanding related to medical terminology and anatomy 			
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