



JOB DESCRIPTION

Job Title: Clinic Prep

Classification: Non-Exempt

Reports To: Revenue Cycle Director

Summary/Objective: This position will be responsible for the preparation of clinic health files.

Essential Functions:

- Assemble electronic charts for new patients.
- Verify and correct the appointment line notes on the form if not correct.
- Verify that the patient's chart details are correct.
- Verify that the patient's insurance information is in Athena.
- Utilize One Healthport for progress and imaging reports.
- Follow the Provider's preferences for their patient charts.
- Obtain referrals from outside physician offices.
- Secure authorization from insurance companies.
- Secure retro-referrals/authorizations when needed.
- Make outbound calls to the patients if their insurance information states in-eligible.

Competencies:

- Excellent oral and written communication and interpersonal skills, with a proven ability to interact with physicians.
- Work independently with minimal supervision.
- Familiar with insurance billing and coding procedures.
- Possess excellent communication and organizational skills.
- Maintains confidentiality of all information related to patients, medical staff, employees and as appropriate, other information.
- Proficient with computers and systems.

Required Education and Experience:

- High School Diploma or equivalent.
- 1-year applicable office/clerical experience preferably in a medical office setting.

Supervisory Responsibility:

This position will not have any supervisory responsibilities.

Position Type/Expected Hours of Work:

This is a full-time position, routinely working during normal business hours with very few extended hours or days.

I have read the **Clinic Prep Job Description** and understand the functions of the position.

Employee Signature: _____ **Date:** _____