



JOB DESCRIPTION

Job Title: Clinic Prep

Reports to: Clinic Records Supervisor and VP of Revenue

Supervisor Duties: None

Classification: Non-Exempt

Pay: \$17.81 - \$24.89 (*pay is determined based on a scale of 0-16+ years of experience*)

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.

Physical Requirements:

While performing the duties of this job, the employee is regularly required to communicate and exchange accurate information with other individuals. Regularly operates office machinery including,

but not limited to, computers, phones, copy machines, and printers. The employee must be able to be in a stationary position for long periods of time.

Summary of benefits:

OOA covers part or all of the cost for Health, Dental, Vision, and Long-term Disability Insurance. Employees are eligible to participate in a 401k plan with company matching. Flex spending plans, uniform allowances, and an Employee Assistance Program available as well. New, full-time staff will accrue a minimum of 17 days of paid time off per year.

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

Employee Signature: _____ **Date:** _____

It is the policy of OOA to provide equal opportunity for employment to all individuals regardless of race, color, religion, sex, national origin, age, veteran status, marital status, political affiliation, disability, sexual orientation, or other status protected by local, state, or federal law. All applicants for employment are evaluated on the basis of education, training, experience, skill, aptitude, and other work-related factors.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential job functions. If you require reasonable accommodation in performing the essential functions of this job, or with participating in any part of the employee selection process, please direct your inquiries to Gabrielle Coviello, Recruiting Coordinator, careers@olyortho.com.