



Patient Insurance Advisor

We are seeking a competent, conscientious, service-oriented individual with strong character for one of our gastroenterology medical offices in Tampa Bay. This individual will predominantly function as a referral/authorization specialist and may cross cover other roles for the office. He/She will work under the direction of the office's Practice Manager or his/her designee.

Minimum Requirements:

High school graduate with 2 years of medical office experience, including at least 1 year in a specialty practice.

Utilized EMR/practice management systems. Must have the ability to multitask, take initiative, and work in a fast-paced environment.

Preference may be given to candidates *meeting minimum requirements* who have work experience from employers that emphasize excellent customer service (e.g. Publix, Disney, Chick-fil-A).

Some openings will require Spanish fluency.

Role:

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- Verify patient eligibility with insurance carriers.
 - Processing on a timely basis, requests for services and/or procedures requiring pre-certification and/or authorization as received from physician's and/or other providers' offices.
 - Processing appeals.
 - Telephoning, faxing or otherwise communicating with insurance carriers for purposes of obtaining approval for services requiring pre-certification and/or prior approval.
 - Reporting through electronic and/or other methods the disposition of such request to the requesting physician's office and/or provider.
 - Tracking through electronic and/or other means the number, nature status of referrals received on a daily, weekly, or other basis as may be required for quality assurance and/or other internal review purposes.
 - Properly calculates and collects out of pocket expenses for patients.

Other Duties as Assigned, including Front Desk Specialist's role (~10%)

Criminal background and drug screening required as well as excellent professional references. Apply for this great position as a Patient Insurance Advisor today!

Email resume to cmcneill@GastroFL.com

Gastro Florida is the largest gastroenterology group in Tampa Bay with 40 providers across 20 locations in Hillsborough, Pinellas, and Pasco counties and growing. The group offers groundbreaking techniques, diagnostic strategies, colon cancer prevention, non-surgical cancer intervention, and minimally invasive endoscopic therapies in the same practices patients have trusted for over 30 years. Comprehensive services are provided for colorectal screening, swallowing disorders, hepatitis treatment, irritable bowel syndrome, inflammatory bowel disease, reflux disease, Barrett's Esophagus and other diseases and disorders of the esophagus, stomach, liver, gallbladder, pancreas, and colon. The corporate headquarters (CBO) is located in beautiful Feather Sound (Clearwater).

Gastro Florida is committed to [Affability](#), [Affordability](#), [Access](#), [Answers](#), and [Accuracy](#).
