

Rapidly Growing Specialty Pharmacy is seeking experienced Intake/Prior Authorization Specialist for their Melville, NY location.

The successful candidate must possess excellent organizational and communication skills and the ability to multi-task. He or she should have a strong sense of responsibility and initiative, use sound judgement in making decisions, and can work independently under minimal supervision. The Intake/Prior Authorization Specialist will be responsible for the following duties:

- Address all incoming patient calls regarding their pharmacy prescription inquiries.
- Communicate with team members/referral sources/sales team/patients regarding their pharmacy requests daily.
- Manage and maintain all prescription requests for patients in the pharmacy software.
- Ensure prescription requests are authorized by the provider.
- Enter and collect data from all sources for the clinical team.
- Research to determine if the claim is valid and make sure we service the patient to the best of our ability.
- Track and process prior authorizations.
- Notify providers of existing drug Prior Authorizations and their category (level 2 or level 3) required for the patient's medications based on patient certification.
- Receive forms for Prior Authorizations and process overrides once approved so that patients can acquire their medications.
- Communicate directly with lead or manager to provide status on pending referrals.
- Assist with resolving billing issues encountered and assist in getting reimbursed for pharmacy billing errors.
- Schedule deliveries and review the medication list with patients.
- Other duties as required.

Knowledge of PrimeRx software by Micro Merchants preferred but will train the right candidate.

Bilingual (English/Spanish) highly desirable.

Job Type: Full-time

Experience:

- Prior Authorization: 2 years (Preferred)

Language:

- Spanish (Preferred)

Work Location:

- One location

Benefits offered:

- Paid time off
- Health insurance
- Dental insurance
- Healthcare spending or reimbursement accounts such as HSAs or FSAs
- Other types of insurance
- Retirement benefits or accounts
- Employee discounts

