

Position Title: Intake Specialist

About us

ZOLL Lifecor Corporation, based in Pittsburgh, PA, is a subsidiary of ZOLL Medical. Lifecor was founded by Dr. M. Stephen Heilman and a team of former Medrad/Intec employees who were responsible for developing and introducing the world's first implantable cardioverter defibrillator (ICD). The Lifecor business was acquired by ZOLL in 2006.

Responsibilities

- **Insurance Verification:** Contact insurance companies to verify benefits for services and communicate results to patient and sales.
- **Prior Authorization:** Communicate medical need and educate case manager on LifeVest system to obtain authorization for services.
- **Negotiate Rates:** Negotiate favorable rates with insurance carriers with guarantee of assignment of benefits, and complete fee calculator for billing.
- **Documentation:** Obtain necessary documentation (medical order, clinical notes, patient agreement, etc.), determine medical criteria eligibility, and submit to insurance carrier for coverage determination.
- **Clinical Updating:** Assist team members with clinical interpretation of patient's record during re-authorization process.
- **Client/Physician/Sales Interaction:** Contact client, physician office, and sales representative to relay and/or obtain pertinent information and/or documents to effect clearance of new referrals.
- **Medicare Telephone Hearings and ALJ Requests:** May need to assist in maintaining spreadsheet of hearings and ALJ requests; submit request along with supporting documentation to CMS; track requests; follow-up with CMS on requests that have not been scheduled; prepare files for hearings and ALJ meetings, and participate in those meetings.

Requirements

- H.S. Diploma or equivalent required; Associate's or Bachelor's degree in nursing, business, finance or related field preferred; LPN or RN desirable.
- 3-5 years experience in medical insurance verification.
- Strong negotiation skills.
- Experience working with all payer types to include Medicare, Medicaid, and third party commercial insurance companies.
- Superior communication and customer service skills.
- Ability to handle multiple tasks simultaneously under strict deadlines.
- Proficiency in MS Office Suite.
- Experience in provider appeals with all payer types.

To apply

- Send resume and cover letter in Word or PDF format to jobs@zoll.lifecor.com. Include position title in subject line.