

Infusion Intake Coordinator

Vasco Infusion is a medical practice helping patients meet their medical needs for over 20 years. Our goal is to provide seamless customer care coordination to medical providers and their patients. We are looking for an addition to our Infusion team who can provide front line support.

Job Tasks

- Handle incoming patient referrals for prescription and medical services
- Conduct insurance verification including prior authorizations and appeals
- Perform detailed data entry of patient information into computer system
- Ensure all aspects of intake are communicated to the referral sources and clinical staff
- Maintain the accounts of current patients to ensure seamless care
- Answering incoming phone calls
- Any other tasks as assigned by management

Requirements

- Energetic and friendly
- 1+ years intake experience, specifically medical authorizations and knowledge of ICD-10 codes
- High school or equivalent
- Detail oriented
- Excellent organizational and communication skills
- Team player
- Works well in a high volume, fast paced environment

If you meet the minimum qualifications and are interested in joining a well-established and respected practice, please apply. Cover letters explaining why you feel you would be a good fit for the position are highly encouraged.

Vasco Rx supports an employee drug free work environment