

**Prior Authorization Specialist**  
**University at Buffalo, The State University of New York**

Direct Link: <https://www.AcademicKeys.com/r?job=236142>

Downloaded On: Jun. 30, 2024 12:21pm

Posted May 15, 2024, set to expire Sep. 14, 2024

|                             |   |
|-----------------------------|---|
| <b>Job Title</b>            | Prior Authorization Specialist  |
| <b>Department</b>           | Clinics   |
| <b>Institution</b>          | University at Buffalo, The State University of New York<br>Buffalo, New York                              |
| <b>Date Posted</b>          | May 15, 2024  |
| <b>Application Deadline</b> | Open until filled   |
| <b>Position Start Date</b>  | Available immediately   |
| <b>Job Categories</b>       | Classified Staff  |
| <b>Academic Field(s)</b>    | Fiscal Services<br>Administrative Support/Services<br>Health Services<br>Health Services                  |
| <b>Job Website</b>          | <a href="https://www.ubjobs.buffalo.edu/postings/50157">https://www.ubjobs.buffalo.edu/postings/50157</a> |

**Apply By Email**

**Job Description**

The University at Buffalo [School of Dental Medicine](#) (SDM) is seeking a **Prior Authorization Specialist**. This position will report to the Billing Supervisor. The primary purpose of this position will be to obtain prior authorization for dental procedures. Verify insurance and help patients apply for financial assistance. This individual works closely with students, residents, staff and faculty to maintain the efficient effective workflow and efficient operation of the dental clinicals.

Duties and responsibilities will include:

- Obtain prior authorizations for imaging and dental procedures for all providers at the University at

Prior Authorization Specialist  
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=236142>

Downloaded On: Jun. 30, 2024 12:21pm

Posted May 15, 2024, set to expire Sep. 14, 2024

Buffalo School of Dental Medicine.

- Use knowledge of dental criteria and NYS Medicaid rules to ensure conditional procedures meet requirements to be covered prior to billing.
- Find and set up financial assistance (copay assistance) for patients.
- Act as the point person if there is an issue with a prior authorization or a code for the dental clinics.
- Check insurance eligibility of benefits and coverage.
- Track prior authorizations for expiration dates.
- Documenting insurance notes for patient specific coverage in the EHR - ensure that the patient ledger is documented with the correct insurance information.
- Deliver exemplary customer service to provide a positive patient experience across the organization.
- Performs other tasks assigned by clinical operational leadership as needed.

Monday - Friday 8:00 a.m. - 4:30 p.m.

### **Outstanding Benefits Package**

Working at UBF comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy mix of work, personal and academic pursuit - all in an effort to support your work-life effectiveness. Visit our UBF benefits website to learn about our [benefit packages](#).

### **About The University at Buffalo**

The University at Buffalo (UB) #ubuffalo is one of America's leading public research universities and a flagship of the State University of New York system, recognized for our excellence and our impact. UB is a premier, research-intensive public university dedicated to academic excellence. Our research, creative activity and people positively impact the world. Like the city we call home, UB is distinguished by a culture of resilient optimism, resourceful thinking and pragmatic dreaming that enables us to reach others every day. Visit our website to learn more about the [University at Buffalo](#).

University at Buffalo is an affirmative action/equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.

### **Contact Information**



Prior Authorization Specialist  
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=236142>

Downloaded On: Jun. 30, 2024 12:21pm

Posted May 15, 2024, set to expire Sep. 14, 2024

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

,