

Senior Pre-Authorization Coordinator, Clinic Operations  
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=250174>

Downloaded On: Feb. 12, 2025 6:11am

Posted Dec. 9, 2024, set to expire Aug. 4, 2025

<b>Job Title</b>	Senior Pre-Authorization Coordinator, Clinic Operations
<b>Department</b>	Clinic Operations
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Dec. 9, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Coordinator
<b>Academic Field(s)</b>	Research/Technical/Laboratory Health Services
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/54626">https://www.ubjobs.buffalo.edu/postings/54626</a>

**Apply By Email**

**Job Description**

The University at Buffalo [School of Dental Medicine \(SDM\)](#) is seeking a **Senior Pre-Authorization Coordinator**.

Duties and responsibilities will include:

- Financial approvals for all managed care Medicaid/Medicare patients.
- Notifying providers when a treatment plan needs to be created due to change of insurance policy/coverage.
- Checking insurance eligibility and coverage requested.
- Communicate between multiple providers in regards to coverage for their patients.

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- Respond to telephone inquiries in a professional manner, resolve and follow up on all issues within designated time frames.
- Serve as a patient advocate when patients have difficulty navigating with their insurance company.
- Documenting insurance notes for patient specific coverage in EHR.

**Monday - Friday**

**8:00 a.m. - 4:30 p.m.**

***Learn more:***

- Our [benefits](#), where we prioritize your well-being and success to enhance every aspect of your life.
- Being a part of the [University at Buffalo community](#).

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**

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

**Contact**