

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

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Downloaded On: Apr. 3, 2025 12:00pm

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

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

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