

# JOIN OUR TEAM!

## UR Medicine Orthopaedics & Rehabilitation is hiring for the following positions:

### **Radiologic Technologist (FT)**

Properly sets up radiology equipment for proper x-ray exposure, translates x-ray requisitions, provides basic Ambulatory Tech care, obtains vital signs, performs cast removal and bracing procedures

*Qualifications: Current NYS Licensure and ARRT, minimum 1-year experience as radiologic technologist*

### **Physician Support Specialist (FT)**

Coordinates orthopaedic surgeon's practice, triages calls, manages Outlook calendar, completes disability paperwork, coordinates surgery and prior authorizations, manages electronic medical records and patient care

*Requirements: Associate's Degree in Medical, Secretarial or related field, minimum 3 years relevant experience, strong organizational and communication skills, knowledge of medical terminology*

### **Outpatient Access Specialist (FT/PT)**

Checks patients in and out for their appointments, verifies registration information, schedules follow-up appointments

*Qualifications: High School diploma, 2.5 years of customer service experience*

### **Outpatient Access Specialist – Ortho Access Center (FT)**

Answers incoming calls, schedules and cancels patient appointments

*Qualifications: High School diploma, 2.5 years of customer service experience*

### **Outpatient Access Expert (FT)**

Answers incoming calls, collects and confirms patient information, ensures patients complete all appropriate forms, schedules patient follow-up appointments, collects patient balances and co-payment

*Qualifications: Associate's Degree in Medical, Secretarial or related field and 2-3 years' experience, or equivalent; knowledge of medical terminology, strong customer service and satisfaction skills*

### **Prior Authorization Specialist (FT)**

Obtains prior authorizations for medications, injections, imaging and surgery from multiple insurance companies, develops a vast knowledge base with insurance processes, works for multiple surgical practices

*Requirements: Associate's Degree in Medical, Secretarial or related field, minimum 3 years relevant experience, knowledge of insurance companies and practices, strong communication skills*

### **Surgery Scheduling Specialist (FT)**

Schedules and processes surgical procedures for multiple surgeons, orders specialty equipment, coordinates prior authorization, sends letters to patients with pertinent information

*Requirements: Associate's Degree in Medical, Secretarial or related field, minimum 3 years relevant experience, strong organizational and communication skills*

### **Insurance Collection Specialist (Medical) (FT)**

Processes accounts for billing, reviews billing sheets for proper CPT coding, follows up with accounts receivable, corrects and rebills accounts, resolves unpaid insurance accounts, processes explanation of benefit forms, responds to written and verbal patient inquiries

*Qualifications: Associate's Degree in Business Administration and 2 years hospital patient accounting or consumer collections experience or equivalent; ability to type 25 words per minute*

For more information, visit  
[ortho.urmc.edu](http://ortho.urmc.edu).



**UR**  
MEDICINE

Orthopaedics  
& Rehabilitation