Physician Support Specialist

**Qualifications:** Associate’s degree in Medical, Secretarial or related field and a minimum of three years of relevant experience required; or an equivalent combination of education and experience. Medical Terminology, experience with surgical/appointment scheduling software (such as Epic/Cadence), and electronic medical records, preferred. Demonstrated strong customer relations, organizational and communication skills.

Prior Authorization Specialist
Obtaining prior authorizations from multiple Insurance companies for medications, injections, imaging and surgery – developing vast knowledge base with insurance processes. Will be working for multiple surgical practices.

**Qualifications:** Associate’s degree in Medical, Secretarial or related field and a minimum of three years of relevant experience required; or an equivalent combination of education and experience. Medical Terminology, experiences with surgical/appointment scheduling software (such as Epic/Cadence), and electronic medical records, preferred. Demonstrated strong customer relations, organizational and communication skills.

Surgery Scheduling Specialist
Schedule and process surgical procedures for multiple surgeons including: scheduling dates for patients in the electronic system, order specialty equipment, coordinate prior authorization, send letters to patients with pertinent information etc.

**Qualifications:** Associate’s degree in Medical, Secretarial or related field and a minimum of three years of relevant experience required; or an equivalent combination of education and experience. Medical Terminology, experiences with surgical/appointment scheduling software (such as Epic/Cadence), and electronic medical records, preferred. Demonstrated strong customer relations, organizational and communication skills.

Outpatient Access Specialist
Demonstrates a positive attitude while checking patients in and out of their appointments, scheduling appointments and verifying registrations/insurance. Ensures accurate co-pay, outstanding balance, and deposit collections.

- **Brighton Orthopaedic Office** *(Medical terminology experience required)* Hours of operation: Monday-Friday can range from 7am-9pm; with rotating Saturday 8am-12pm (once every 2 months).
  
  Currently hiring for 9:30am-6:00pm shift with rotating Saturday (once every 2 months).

- **Brighton Therapy Services Front Office** Hours of Operation: Monday-Friday: 7am-7pm.

**Qualifications:** High School diploma and 2.5 years related work experience; or an equivalent combination of education and experience. Demonstrated strong customer relations, organizational and communication skills.

Call Center Representative
Answers incoming calls, schedules and cancels patient appointments.

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

Referral Coordinator
Answers incoming calls, schedules and cancels patient appointments. Processes incoming referrals while obtaining prior authorizations as needed.

**Qualifications:** Associate’s degree in Medical, Secretarial or related field and a minimum of three years relevant experience required.

To APPLY: [www.rochester.edu/jobopp](http://www.rochester.edu/jobopp)
Email: OrthopaedicsRecruitment@urmc.rochester.edu