



<https://phoenixvirtualstaff.com.ph/job/prior-authorization-specialist-pain-management-fertility-procedure/>

Prior Authorization Specialist – Pain Management & Fertility Procedure

Description

We are seeking a detail-oriented, organized, and proactive Prior Authorization Specialist to join our healthcare team. In this role, you will be responsible for managing the end-to-end prior authorization process for **pain management and fertility-related procedures**, diagnostic tests, medications, and other healthcare services.

Your primary objective is to obtain timely insurance approvals to ensure patients receive medically necessary care without unnecessary delays. You will work closely with physicians, clinical staff, insurance carriers, and patients to facilitate accurate, compliant, and efficient authorization processing while maintaining excellent customer service and documentation standards.

The ideal candidate has experience with insurance verification, payer authorization requirements, medical terminology, CPT and ICD-10 coding, and the ability to manage multiple authorization requests in a fast-paced healthcare environment.

Responsibilities

1. Review and verify prior authorization requests submitted by healthcare providers for accuracy and completeness.
2. Conduct research and gather relevant medical documentation to support prior authorization requests.
3. Communicate with healthcare providers to obtain any missing or additional information required for prior authorization.
4. Compile and submit prior authorization requests to insurance companies according to their specific guidelines and requirements.
5. Follow up on submitted prior authorization requests to ensure prompt and accurate responses from insurance companies.
6. Maintain a thorough understanding of insurance plans, policies, and procedures related to prior authorizations.
7. Collaborate with healthcare providers and insurance companies to resolve any prior authorization denials or discrepancies.
8. Keep accurate and up-to-date records of all prior authorization activities and outcomes.
9. Stay informed about changes in insurance policies, regulations, and industry best practices related to prior authorizations.
10. Provide excellent customer service to patients, healthcare providers, and insurance company representatives regarding prior authorizations.

Hiring organization

Phoenix Virtual Solutions

Employment Type

Full-time

Job Location

Remote work possible

Date posted

July 1, 2026