

Job Title: **Chemotherapy Authorization Representative**
Reports To: Business Office Manager &
 Assistant Business Office Manager
Department: Business Office

Date: February 2022
Rev.: 04/21/2022
FLSA: Non-Exempt

Job Overview:

The Chemotherapy Authorization Representative is responsible for daily chemotherapy/infusion schedule review. Will obtain prior authorizations for any treatments/drugs that require authorization. Will communicate with physician teams promptly should any issues arise with obtaining prior authorization.

Job Duties and Responsibilities:

Including, but not limited to, the following:

- Daily review of chemotherapy/infusion schedules and authorization of any drugs/treatments that require authorization
- Answers and resolves incoming calls regarding STAT requests
- Prompt obtainment of authorization(s) for any urgent add-on requests
- Work closely with Patient Assistance Representative to obtain drug replacement(s), as needed
- Maintain accurate and current authorization(s) information for chemotherapy/infusions in OncoEMR and g4
- Communicates with nursing and medical staff to inform them of any restrictions or special requirements in accordance with particular insurance plans
- Provide any information requested regarding treatments to physicians, nurses, and billing staff, as needed
- Identify any co-pay assistance needed for outside infusions, and forward information to designated Financial Counselors at Benton County, Parkway, or Washington County
- Calculate amount owed by a patient for outside infusions/treatments, and inform designated Financial Counselor at Benton County, Parkway, or Washington County
- Maintain a good working relationship with outside referring providers and staff
- Maintain patient/clinic confidentiality
- Maintain pleasant/helpful attitude towards patients and staff
- Ability to cover positions for Surgery/Outside Treatments/Genetic Testing/In-patient Authorizations, as designated
- Perform all related duties as required by Business Office Manager and Assistant Business Office Manager

Knowledge, Skills, and Abilities:

- Knowledge of g4/PM System & OncoEMR
- Proficient in computer skills
- Communicates clearly and concisely
- Ability to work independently and as part of a team
- Ability to maintain good working relationships
- Demonstrates attention to detail
- Strong knowledge of medical terminology on oncology treatment courses
- Demonstrates professionalism in appearance/dress code
- Knowledge of ICD-10-CM, HCPCS, and CPT codes

Education and Experience

- High School Diploma or equivalent
- Minimum of 1-2 years of medical office experience, preferred
- Flex (Hybrid) schedule option upon successful training

Physical Demands:

- Will require extensive desk use and computer use
- Light lifting may be required

I have read the job description above and I have the knowledge, skills, and abilities to perform the job duties as described with or without a responsible accommodation.

Employee Signature: _____ Date: _____