

MAVERICK COUNTY HOSPITAL DISTRICT VACANCY ANNOUNCEMENT

DATE: April 21, 2023
JOB TITLE: INSURANCE AUTHORIZATION SPECIALIST
DEPARTMENT: PHYSICIAN SPECIALTY GROUP
STATUS: FULL TIME
REPORTS TO: CLINICAL OPERATIONS MANAGER

This position is responsible in contacting insurance company, verify patient coverage and obtain information concerning extent of benefits. Acquires pre-authorization on services to be provided to patients and may perform other duties as assigned. Computer literate: must be familiar with all applications in Microsoft. Must be detailed oriented, and be familiar with HIPAA and patient privacy. Standard office practices and procedures; medical procedures and protocols; medical terminology; and health care industry and systems. Excellent oral and writing skills are required; English/Spanish proficiency preferred. High school graduate or its equivalent and at least one year experience in medical setting.

**Applications may be obtained at:
3406 Bob Rogers Drive, Suite 230, Eagle Pass, Tx.
Or visit our website at www.mchdep.org to download the application.
Deadline: Open until position is filled**

Please contact Yvette Dominguez for more information at (830) 757-4990 Ext. 4960

The MCHD is an Equal Employment Opportunity Employer. We comply with all local, state and federal civil rights and equal employment laws and regulations.