



Sarasota Orthopedic Associates

JOB TITLE: WORKERS' COMP, AUTO, & LIABILITY COORDINATOR
Full time hourly position

Work Hours: Mon-Fri / 8am-5pm

SCOPE OF POSITION

This position schedules, tracks and works with carriers to authorize treatment, ensure payment and create new business.

OPERATIONAL RESPONSIBILITIES

- Working knowledge of Allmeds
- Ensure DWC 25 forms are filled out and kept on file for all patients with Worker's Compensation insurance
- Verify coverage and benefits for WC and Auto patients and schedule appointments
- Assists medical assistants with review of patient charts and ensure all documents needed for provider are available, as related to WC, Auto and Liability
- Assists Medical Records department with scanning and importing documents, as well as processing of legal requests as needed
- Responsible for sending via EMR all office notes and consults as requested by providers including attaching appropriate cover letters as per each providers' protocol
- Enters all pertinent information into the patient account record
- Handle scheduling of all legal appointments such as attorney conferences and depositions including Fee Agreements, monitoring pre-payments and schedule according to each provider's preferences. Set up computer in conference room in advance for depositions
- Handle all appointments, calls, Fee Agreements and any other tasks as related to Worker's Compensation and PIP patients

REQUIREMENTS

1. Two years of experience in a medical office setting
2. Excellent communication and interpersonal skills necessary for interacting with patients, physicians, supervisors and other associates
3. Ability to organize and accomplish multiple tasks and to have the flexibility to meet changing demands on a daily basis
4. Ability to maintain a professional manner even under stressful situations
5. Ability to maintain confidentiality
6. Excellent computer skills
7. Ability to work multiple tasks, answer phones, work on computer screen with color differentials, ability to sit for long periods of time, stand, walk

To apply for the position, please send your cover letter and resume to HR@SOA.MD