



# Clinical Prior Authorization Technician I

## What You'll Do:

The Clinical Prior Authorization Technician I will provide administrative support to the PA team such as entering new prior authorization (PA) data into the PA system including patient, provider, and drug information. They will process PA renewal requests by matching existing patient data with system data for clinical review, monitor PA cases for response, send follow-up requests for information, and/or contact prescriber offices to confirm receipt of PA requests and make some outbound calls. They will sort and assign PA requests (faxes, emails, etc.) for clinical case analysis, and they will also filter internal requests concerning PA matters and direct the request to assigned clinical staff. They will process mail merges to prepare outgoing mail and maintain security of paper and electronic patient health information (PHI) in accordance with regulations such as HIPAA and Serve You Rx policies and procedures.

## Qualifications:

- High school diploma or GED.
- Minimum of one year of previous administrative experience in a related field to include employee benefits and/or pharmacy/prescription drugs, or similar experience.
- Minimum of one year of medical terminology or prior authorization experience preferred.
- Previous computer experience and basic Microsoft Office Professional experience preferred.

## Why Serve You Rx?

In addition to the great workplace culture, Serve You Rx offers generous benefits to include: medical, dental, vision, 401k, HSA, identity theft, and pet insurance, 18 days of paid time off in your first year, a newly remodeled and clean facility, easy on/off freeway access, plenty of free surface parking directly outside our facility doors, scenic walking trails, a wide variety of restaurants and shopping nearby, and food trucks in the park when weather permits.

**Qualified applicants are encouraged to apply! Send your cover letter, resume and salary requirements to [hr@serve-you-rx.com](mailto:hr@serve-you-rx.com)**