



MASON WILSON

Authorization Specialist

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PROFESSIONAL SUMMARY

Detail-oriented Authorization Specialist with 10 years of experience in managing patient authorizations, ensuring compliance, and optimizing processes to enhance operational efficiency in healthcare settings.

WORK EXPERIENCE

Sr. Authorization Specialist

Blue Sky Innovations

📅 Dec / 2017-Ongoing

📍 Chicago, IL

1. Managed procurement of essential documents for FMLA, Disability, and medical necessity reviews, ensuring compliance with regulations.
2. Coordinated appointments for specialists and out-of-office procedures, enhancing patient care efficiency.
3. Reviewed and processed authorization requests, ensuring timely approvals and adherence to policies.
4. Collaborated with healthcare providers to gather necessary documentation for patient care.
5. Maintained accurate records of authorizations and denials, facilitating effective follow-up.
6. Trained new staff on authorization processes and compliance standards, improving team performance.
7. Utilized electronic health record systems to streamline documentation and improve data accuracy.

Authorization Specialist

Cactus Creek Solutions

📅 Dec / 2014-Dec / 2017

📍 Phoenix, AZ

1. Processed insurance claims and verified coverage for home repair services, ensuring compliance with policy terms.
2. Communicated with homeowners regarding coverage inquiries and explained contract details effectively.
3. Assisted in locating service providers for home repairs, documenting all interactions for accuracy.
4. Advanced from customer service representative to authorization specialist by maintaining high-quality call metrics.
5. Utilized strong listening skills to address customer concerns and provide effective solutions.

EDUCATION

Bachelor of Science in Health Administration

University of Phoenix

📅 Dec / 2011 - Dec / 2014

📍 Phoenix, AZ

Focused on healthcare management principles, including patient care systems and regulatory compliance.

SKILLS

Patient Documentation



Healthcare Terminology



Authorization Processes



Insurance Verification



Claims Management



INTERESTS

📖 Art

📖 Volunteering

📖 Hiking

📖 Yoga

STRENGTHS

🌟 Criticality

🌟 Curiosity

🌟 Detail-oriented

🌟 Diplomacy

LANGUAGES



English
80%



Mandarin
80%



Hindi
80%

ACHIEVEMENTS

- 🌟 Streamlined authorization processes, reducing approval times by 30%.
- 🌟 Achieved a 95% accuracy rate in documentation and compliance audits.