



MIA TAYLOR

Precertification Coordinator

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PROFESSIONAL SUMMARY

Accomplished Precertification Coordinator with 5 years of expertise in managing insurance authorization processes and ensuring adherence to healthcare regulations. Proficient in collaborating with healthcare providers and patients to facilitate timely access to necessary treatments while optimizing operational workflows for enhanced efficiency.

WORK EXPERIENCE

Precertification Coordinator Jun / 2021-Ongoing
Seaside Innovations Santa Monica, CA

- Coordinated with commercial insurance companies and medical case managers to verify patient coverage and benefits efficiently.
- Conducted thorough training on ICD-10 and CPT coding, ensuring compliance with medical terminology and documentation standards.
- Performed regular eligibility checks for outpatient services, optimizing patient care timelines.
- Managed appeals for extended services and created letters of medical necessity, improving patient access to care.
- Advanced from Representative to Coordinator in three years, enhancing training processes and documentation efficiency.
- Collaborated with healthcare providers to secure necessary authorizations for patient procedures and tests.
- Ensured accurate data input for precertification requests, maintaining high standards of customer service.

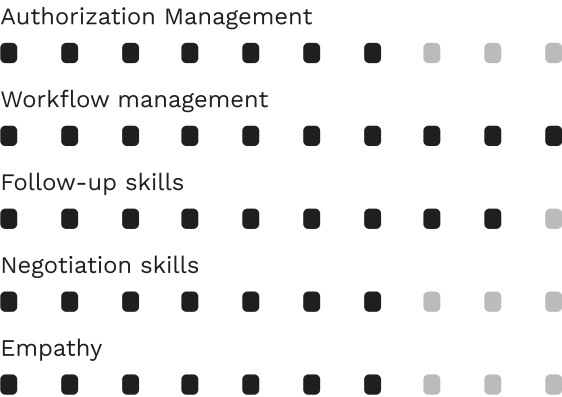
Precertification Coordinator Jun / 2020-Jun / 2021
Cactus Creek Solutions Phoenix, AZ

- Verified insurance eligibility for inpatient and outpatient surgeries, ensuring compliance with practice standards.
- Obtained prior authorizations and referrals from insurance companies, streamlining the patient admission process.
- Collected and updated patient demographics and pertinent medical history effectively.
- Utilized NEXT GEN Software for efficient management of patient records and authorizations.
- Provided clinical documentation to nurse case managers to facilitate authorization processes for necessary treatments.

EDUCATION

Bachelor of Science in Health Informatics Jun / 2019-Jun / 2020
Ashford University Phoenix, AZ
Pursuing a degree focused on health information systems and management.

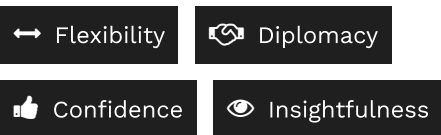
SKILLS



INTERESTS

- Woodworking Sports Coaching
Sports Writing

STRENGTHS



LANGUAGES



ACHIEVEMENTS

- Successfully reduced authorization processing time by 25% through streamlined workflows.
- Achieved a 98% approval rate for prior authorizations by enhancing communication with providers.
- Trained and mentored new staff on insurance processes, improving team efficiency.