



Majestic Billing Services LLC

1125 Huntington Dr

Anna, TX 75409

Job Title: Eligibility and Authorization Manager

Department: Eligibility & Authorizations

Reports To: Managing Members

Location: Remote or Onsite

Position Type: Full-Time

Compensation Structure: Hourly

Salary Range: \$20 - \$25

About Majestic Billing Services LLC: Majestic Billing Services LLC is a dynamic and forward-thinking company specializing in comprehensive billing solutions for the home health industry. We pride ourselves on delivering top-notch services, ensuring seamless reimbursement processes for our clients.

Position Overview: We are seeking a highly skilled and motivated Eligibility and Authorization Manager to join our Home Health Billing team. The ideal candidate will be responsible for overseeing and managing the eligibility verification and authorization processes, playing a critical role in optimizing reimbursement cycles and ensuring compliance with industry regulations.

Benefits Eligibility:

Majestic Billing Services LLC affords the following Benefits to Full Time (Non-Contract) Employees:

- 6 Paid holidays – Eligible from Start Date.
- Group Medical Plan – Eligible after 90 Day Probationary Period is Complete.
- 401k – Eligible after 90 Day Probationary is Complete.
- PTO (Paid Time Off) – Eligible after 1-year continuous employment.

Key Responsibilities:

1. Eligibility Verification:

- Conduct thorough verification of patients' eligibility and benefits with insurance providers.
- Collaborate with healthcare providers and payers to resolve eligibility-related issues promptly.
- Report verification results to requesting agency within a two-hour period via Zoey.

2. Authorization Management:

- Manage the authorization process, ensuring timely approvals for home health services.
- Communicate effectively with insurance companies and healthcare providers to secure necessary authorizations.

3. Documentation and Compliance:

- Maintain accurate records of eligibility verification and authorization activities.
- Ensure compliance with industry regulations and guidelines related to eligibility and authorizations.

4. Team Collaboration:

- Work closely with the Billing and Medical Records Departments, and other teams to streamline processes and address any issues related to eligibility and authorizations.

MAJESTIC BILLING SERVICES IS AN EQUAL OPPORTUNITY EMPLOYER



5. Continuous Improvement:

- Identify opportunities for process improvement and implement best practices to enhance efficiency in the eligibility and authorization workflow.

6. Manage Eligibility and Authorization Specialists:

- Train new hires.
- Identify and report to Managing Members progress of new hires, indicating areas of excellence and areas that need improvement.
- Assign and monitor day-to-day duties.

7. Any other Duties as Assigned

Qualifications:

- Bachelor's degree in healthcare administration, Business, or a related field, or equivalent experience.
- Proven experience in eligibility verification and authorization management within the home health or healthcare billing industry.
- In-depth knowledge of insurance verification processes and requirements.
- Familiarity with relevant healthcare regulations, including HIPAA.

Skills and Abilities:

- Strong organizational and time-management skills.
- Excellent communication and interpersonal skills.
- Detail-oriented with a focus on accuracy and compliance.
- Proficient in using billing software and Microsoft Office applications.

How to Apply:

Interested candidates are invited to submit their resume and a cover letter detailing their relevant experience to ashley@majesticbillingservices.com or bonnie@majesticbillingservices.com.

The subject line should include "**Eligibility and Authorization Manager Application** - [Your Name]".