

# COASTAL HORIZONS CENTER, INC. JOB ANNOUNCEMENT

**Date of Notice:** August 9, 2021

**JOB TITLE:** Authorizations Specialist

**HOURS:** 40 hours per week, M-F, Non-Exempt

**Job Duties / Responsibilities:** Coastal Horizons Center has an opportunity in our Wilmington, New Hanover County outpatient treatment office for an individual able to provide administrative support for running the authorizations processes out of billing department. Primary responsibilities include:

- Performing accurate, detailed computer data entry and retrieval of client information.
- Registration of all State Funded and Medicaid clients into the Coastal Care System, and monitoring, tracking & reconciling authorizations.
- Completing authorization related paperwork & simplifying those processes for clinical staff.
- Maintaining control of client records in accordance with policies and procedures of the Center and the requirements of regulatory authorities, including client confidentiality.
- Providing quality assurance monitoring and review of client records.

## **Qualifications / Skills:**

- High School Graduate
- Extensive experience in the field of managing authorization processes for State/IPRS & Medicaid services
- Two (2) years previous clerical experience, preferably with patient or client records in a medical or social service setting. Familiarity with Alpha Flex/Alpha CM software a plus.
- Working knowledge of Windows, MS-Word, & MS-Excel

**Hourly Rate/Salary:** Commensurate with experience. Full time employees are eligible for medical/dental benefits, life insurance, LTD/STD, retirement savings plan, and paid time off programs.

All full and part-time employees, volunteers, interns and contracted staff of Coastal Horizons must adhere to our COVID-19 vaccine policy and are REQUIRED to show proof of vaccination at time of hire.

**Please send (or fax) resume and cover letter to: (no phone calls please)**

Coastal Horizons Center, Inc.  
Attention: HR Department  
615 Shipyard Blvd.  
Wilmington, N.C. 28412

fax (910) 790-0189

**Or email resume to:** [jobs@coastalhorizons.org](mailto:jobs@coastalhorizons.org)