



JOB DESCRIPTION

Updated 6/18/2018

Position: Clinical Writer
Reports to: Manager, Reimbursement Operations

Position Summary

Responsible for drafting statements of medical necessity and reviewing clinical documentation that address requirements of Commercial and Medicare/Medicaid Advantage payer policy requirements. Monitor and implement payer strategies to ensure optimized coverage and reimbursement for all company products. Provide strategic and clinical guidance when reviewing individual patient orders to clinicians via Product Specialists to improve individual patient prior authorization approval rates.

Accountabilities & Responsibilities

- Prepare statements of medical necessity for private payer, Medicare Advantage and Medicaid insurance patients.
- Review records for private payer, Medicare Advantage and Medicaid insurance patients.
- Other duties as assigned by manager.

Education & Experience:

- Associate or Bachelor Degree preferred
- Clinical experience preferred

Knowledge & Skills:

- Strong knowledge of medical terminology
- Strong understanding of insurance methodologies (coding, coverage, clinical criteria, payment)
- Excellent writing skills

Competencies:

- Change Agent
- Influencing
- Planning
- Communication
- Process Management
- Priority Setting
- Peer Relationships
- Problem Solving

It is the policy of Tactile Medical to provide equal opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, Tactile Medical will provide reasonable accommodations for qualified individuals with disabilities.

ACKNOWLEDGMENT

I have received, reviewed and fully understand the job description for this position. I further understand that I am responsible for the satisfactory execution of the essential functions described above.

Employee's Printed Name: _____

Employee's Signature: _____ Date: _____