
PRIOR AUTHORIZATION ANALYST RESUME

Summary:

Highly analytical Prior Authorization Analyst with proven years of experience; extremely motivated and a very keen individual with expertise; highly articulate and effective communicator; works well with individuals on all levels; distinguished as a team player, problem solver and a resourceful person; excellent ability in making plans for utilization and expansion; effective in identifying new opportunities; vast experience in developing strategies; possesses good interpersonal skills and team interactions to work with a variety of professionals

Professional Experience:

Prior Authorization Analyst January 2007 – present
Infinite Talent Medical Staffing, Seattle, WA

Responsibilities:

- Analyzed prescription benefit plan.
- Ensured the appropriate use of selected prescription drugs.
- Prevented the improper prescribing or use of certain drugs.
- Coordinated and communicated with doctors to prescribe an alternate drug beneficial for the patient.
- Supported Doctors and hospitals in obtaining prior authorizations.
- Rendered exceptional customer service and met volume deadlines and timetables.

Prior Authorization Representative May 2004– January 2007
AtlantiCare, Pomona , NJ

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Pharmaceutical Sales Specialist February 1999 – May 2004
Montefiore Medical Center, Bronx, NY

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Education:

Associate Degree in Applied Science, Stanford University, 1999
Bachelor of Science in Applied Science, Stanford University, 1994

Skills:

- Driven and Determined
 - Good communication skills, both written and verbal
 - Good interpersonal skill
 - Strong organizational skills
 - A high standard of computer literacy
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Awards and Honors:

Dean's Lister, Stanford University, 1994

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