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# **PRIOR AUTHORIZATION ANALYST RESUME**

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## **Summary:**

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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

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## **Professional Experience:**

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

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## **Responsibilities:**

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- 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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## **Responsibilities:**

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

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AtlantiCare, Pomona , NJ

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## **Education:**

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

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## **Skills:**

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- 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:**

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Dean's Lister, Stanford University, 1994

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