Agent Job DescriptionData Entry & Eligibility Specialist – Imagine Software Experience Required

Job Summary

We are seeking a detail-oriented Data Entry & Eligibility Specialist with hands-on experience using Imagine Software and multiple insurance eligibility portals. This role is critical in ensuring accurate eligibility verification, data integrity, and proper Accounts Receivable (AR) knowledge.

Key Responsibilities

- Accurately enter, update, and maintain data within **Imagine Software**
- Perform eligibility verification using **multiple payer portals**
- Review insurance details including coverage, effective dates, benefits, and patient responsibility
- Enter and update data
- Identify, research, and resolve data discrepancies or eligibility issues for plan #
- Ensure compliance with client policies and payer requirements
- Maintain confidentiality of patient and financial information
- Communicate eligibility findings or discrepancies to billing and AR teams
- Meet productivity, quality, and accuracy benchmarks

Required Skills and Qualifications

- **Proven experience with Imagine Software**
- **Strong experience working with insurance eligibility portals**
- Solid understanding of eligibility verification processes
- Experience supporting **Accounts Receivable (AR)** functions
- Excellent data entry accuracy and attention to detail
- Proficient with Microsoft Excel and data management systems
- Ability to work independently in a high-volume, deadline-driven environment
- Strong organizational and communication skills

Preferred Qualifications

- Healthcare billing or revenue cycle experience
- Familiarity with multiple insurance payers and portal systems

Working Conditions

- 8 hours computer use
- Performance monitored through accuracy and productivity metrics