JOB DESCRIPTION

JOB TITLE: Medicaid Eligibility Worker

REPORTS TO: Chief Operating Officer

EMPLOYMENT CLASSIFICATION: Full Time, Exempt

EXPOSURE CLASSIFICATION: Category III The normal work routine involves no exposure to blood, body fluids or tissues. Persons who do these duties are not called upon as a part of their duties, be asked to help with clean up, patient care, laboratory or other similar procedures where exposure may occur.

QUALIFICATIONS: A Bachelor’s degree is required. Three years of related experience in administrative work AND one year related experience is preferred.

PHYSICAL REQUIREMENTS: Must possess ability to communicate in the dominant language of the geographic region. Must be able to lift 30 pounds. Vision and hearing corrected to within normal limits is required. Independent mobility is required.

ESSENTIAL JOB FUNCTIONS:

1. Determine whether or not applicants for Medicaid programs meeting the necessary qualifications. Coordinate eligibility determinations and other related activities associated with Medicaid benefits.

2. Provide liaison services between Department of Medical Assistance, Veterans Administration, Social Security, and other state and federal agencies to coordinate benefits and services for the individual. Possibly assisting individuals with applying for Social Security benefits (SSI, SSDI, SSA, Medicare, and Medicaid).

3. Complete documentation reports of individuals submitted for benefits. Provide appropriate documentation on each case for the active chart on a bi-weekly (twice per month) basis.
4. Maintain competency by continuously reviewing new and current programs to submit effective and ethical recommendations and reports.
5. Perform audits on charts to maintain quality control in compliance with state, local, and federal guidelines.
6. Complete applications for all eligibility individuals to include “Presumptive” applicants.
7. Travel to social security office for meetings with individuals applying for benefits as needed. Attend Face to Face Interviews with individuals.
8. Initiate procedures to grant, modify, deny, or terminate eligibility for various aid programs.
9. Work closely with various funding sources to streamline the process for the individuals to acquire financial support.
10. Will meet the critical needs to complete and research potential financial resources for the individuals served.
11. Fact checking; Interview and investigate applicants and recipients to determine eligibility for use of social programs and agency resources. This position will complete the necessary linkages needed to the facility for scheduling as needed.
12. Record Keeping; Record and evaluate personal and financial data obtained from individuals.
13. Demonstrate advocacy on behalf of the clients/applicants.
14. Exhibit compliance with FHC’s corporate compliance policy.

NON ESSENTIAL JOB FUNCTIONS

15. Perform job activities in ways that are respectful, courteous and responsive while interacting with patients, visitors and co-workers.
16. Perform other duties and assume other responsibilities as apparent or as delegated to you.

PERFORMANCE CHARACTERISTICS:

Knowledge of Job: Has necessary knowledge of the methods, procedures and policies of the organization as they pertain to the performance of the assigned job.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described in employee’s job description.
**Dependability:** Assumes responsibility for doing assigned work and meeting deadlines. Accepts accountability for meeting assigned responsibilities.

**Attendance:** Attends work regularly and adheres to policies regarding absences and tardiness. Provides adequate notice to the immediate supervisor with respect to vacation time and time off requests.

**Judgment:** Exercises good judgment in areas of responsibility. Identifies or assists in identifying alternative solutions to problems or situations.

**Cooperation:** Accepts supervisory instruction and direction and strives to meet the goals and objectives of the same.

**Relationships with Others:** Shares knowledge with supervisor and staff for mutual benefit. Contributes to improving/maintaining high morale among employees. Develops and maintains cooperative and courteous relationships with patients, co-workers, vendors and visitors.

**Coordination of Work:** Plans and organizes daily work routine. Establishes priorities for the completion of work. Attends meetings, training and other type organization sessions on time.

**Safety and Housekeeping:** Adheres to safety and housekeeping standards. Sees that the standards are not violated. Maintains a clean and orderly workplace.

**Initiative and Enthusiasm:** Maintains an enthusiastic, self-reliant and self-starting approach to meet job duties and accountabilities.