

JOB OPENING ANNOUNCEMENT

Job Title: Eligibility & Health Coordinator

Report To: Medical Clinic Manager

Department: Medical Clinic

Job Vacancy: YAN-22-035

Status: Full-Time; Non-exempt

Starting Wage: DOE

Opening Date: 6/13/2022

Closing Date: 6/24/2022

POSITION DESCRIPTION:

The Eligibility & Health Benefits Coordinator will work directly under the Yavapai-Apache Health Center. The primary purpose of this position is to identify patients with eligibility for alternative resources and assisting them with the enrollment process.

QUALIFICATIONS:

- High School Diploma.
- Knowledge of Medical Terminology.
- Must have knowledge, experience and understanding in the various health insurance programs.
- Must have at least two (2) years of work experience in the related medical field.
- Working knowledge of Microsoft Office and all associated program software.
- Working knowledge of general office procedures, including secretarial techniques, general recordkeeping, accurate recordkeeping, filing and have a great sense of working with detailed information.
- Ability to demonstrate a high level of professionalism and confidentiality when interacting with employees and the general public.
- Ability to communicate effectively orally and in writing.
- Must have organization and planning skills.
- Ability to handle highly-sensitive and/or confidential information.
- Valid Arizona Driver's License is preferred but not required.

DUTIES AND RESPONSIBILITIES:

- Identify patients with eligibility for alternative resources and assisting them with the enrollment process.
- Assist patients with the Arizona Health Care Cost Containment System (AHCCCS) application using the One-E app on line.
- Works with Phoenix Indian Medical Center-Contract Health Service (PIMC-CHS) and other facility staff in identifying all alternate resources available. Resources are Medicare, Medicaid, AHCCCS, Kids Care, Aid to Families with Dependent Children (AFDC), Arizona Long Term Care (ALTCS), etc.
- Assist patient by establishing and verifying eligibility for alternate resources, and works with the Social Security Administration offices, Human Resources, Tribal Offices and other appropriate agencies.
- Follows up on all pending applications and works closely with families and agencies.

- Assist in the interpretation of documents received from Medicare, Medicaid and PIMC-CHS.
- Checks patients current address and telephone numbers, current insurance information (Medicare, Medicaid, Private) and updates information as needed using the Registration Patient Management System (RPMS)
- Follows up on referrals for general and specialty clinics.
- Organizes and checks medical records for completeness and accuracy; separates charts if needed into extra volumes.
- Interviews new patients and initiates health records, entering information into the computer (RPMS); records the register numbers and provides a temporary number with PIMC.
- Notifies patients for return medical follow-up as requested by medical providers and for cancelled and/or rescheduled clinics.
- Obtains from the patients as indicated, proof of tribal enrollment for medical eligibility; maintains sufficient health records forms, authorizations, clinic information forms, eligibility forms, etc.
- Obtains medical records from other facilities for the medical providers. Files test results, records and reference material according to the subject matter
- Maintains the privacy and confidentiality of patient records according to the Privacy Act and Health Insurance Portability and Accountability Act (HIPAA)
- Perform a variety of patient representative functions including completion of applications for alternative resources, to interview patients for eligibility, transportation arrangements for patients.
- Access Electronic Health Records (EHR) and enters information regarding health care
- Performs other duties assigned.

Physical Requirements

The employee must occasionally lift and/or move up to ten (10) pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. The noise level in the environment is typical of an office setting. While performing the duties of this job the employee is required to sit; talk or hear; stand; walk; use hands to finger, handle or operate objects, tools or controls; and reach with hands and arms.

How to apply: Please submit your resume and application to:

Yavapai-Apache Nation / Human Resources

2400 W. Datsi / Camp Verde, AZ 86322

P: 928-567-1062 / Fax: 928-567-1064

www.yavapai-apache.org

INDIAN PREFERENCE:

Preference will be given to qualified applicants who are members of federally recognized Indian tribes. To be considered for Indian Preference, you must submit your Certificate of Indian Blood (CIB) with your application.

**WILL BE REQUIRED TO PASS A PRE-EMPLOYMENT DRUG SCREEN AND
COMPLETE A BACKGROUND CHECK WHICH WILL INCLUDE
FINGERPRINTING**

