



Elbowoods Memorial Health Care Centers

1058 College Drive
New Town, ND 58763-4400
(701) 627-2809

EXEMPT _____
NON-EXEMPT X

POSITION DESCRIPTION

POSITION: ELIGIBILITY SPECIALIST
RESPONSIBLE TO: Patient Services Manager
SALARY: Starting salary will be determined by funding, experience and training level.
CLASSIFICATION: Non-Management, Regular, Full-time
LOCATION: Elbowoods Memorial Health Center

POSITION SUMMARY: Position primarily serves as Patient Advocate for patients needing assistance with obtaining 3rd Party Resources in addition to assisting the Benefit Coordinator with patient training, maintenance of patient demographics and responsibility for insurance demographics. Purpose of work is to assist patients in obtaining the maximum payment sources that are appropriate, accessible and acceptable for the patient allowing the maximum return in revenue and minimal amount in utilizing Contract Health monies.

RESPONSIBILITIES AND DUTIES:

1. Verify registration information, insurance coverage and update demographic and health insurance information as appropriate. Maintain and verify that Insurance policies are current and active for billing purposes.
2. Scan all documentation received from patients including signatures, consents and insurance correspondence into patient's electronic health record.
3. Research all other 3rd party Alternate Resources that may be available and appropriate for patients.
4. Assist the Benefit Coordinator with the explanation of 3rd Party Alternate Resource options as well as assisting in the application process, patient training sessions or reconciliation of patient data.
5. Works with Contract Health Services to assist patient with Alternate Resources for eligibility regarding a referral by verification and assistance with 3rd party resources.
6. Demonstrates respect and understanding of confidentiality for patients, staff and others according to policy and HIPPA regulations.
7. Continuing education to stay informed of statutes and regulations regarding all insurances and the effect it may have on a patient's eligibility.
8. Ability to cross-train to other departments within the Patient Services Department.
9. Perform other duties as assigned.

EDUCATION, EXPERIENCE, CERTIFICATIONS AND LICENSES:

1. High School Diploma or equivalent, GED **REQUIRED**. *Must submit copy of degree or transcripts with application.*
2. *Two years of healthcare reception experience desirable.*
3. Efficient organizational skill and successful completion of tasks under continuing pressure, to meet the deadlines.