

Job Announcement



Position Title: Patient Benefits Counselor (Managed Care) **Department:** Medical Clinic
Supervises: None **FLSA:** Non-Exempt
Reports To: Managed Care Manager **Effective Date:** 09/16
Written by: Human Resources Department **Approved by:** CEO

Mission Statement: It is our mission to improve the quality of life for the diverse communities of South Los Angeles and Southeast Los Angeles County by providing affordable and comprehensive health care and education in a welcoming and multi-cultural environment. We aim to lead the way in health care in South Los Angeles, as the premier provider and employer of choice offering comprehensive, high quality, affordable, efficient and culturally responsive services.

General Summary:

To provide education and enrollment assistance to patients, in obtaining health benefits, as well as, maximizing retention and utilization of managed care lives.

Essential Duties: (*Essential Functions)

- Enrolls qualified patients into IPA Health Plans
- Assists patients in obtaining health benefits (i.e. Medi-Cal, Healthy Families, Healthy Kids, AIM, Medicare, Private Insurance, etc.)
- Follow-ups on status of enrollment application
- Assists patients in retaining their benefits
- Adheres to State Health plans rules and regulation for enrollments
- Provides Community Outreach
- Maintains working relationships with clients/patients, employees and IPA Health Plans
- Participates in community events such as health fairs and other community events
- Travel 25% from clinic to clinic
- Attendance and punctuality is essential in order to provide quality of care to patients, face-to-face interaction with patients, and to work with provided healthcare equipment collected at clinics
- Represents SCFHC in a positive, professional, responsible manner to staff, providers, case managers, and team members

Job Specifications: *(Knowledge, skills, abilities and experience normally required for competent performance)*

Education and Knowledge

- High School Diploma or equivalent
- Demonstrate knowledge of safety, infection control & emergency policies and procedures

Experience

- Computer experience required
- A minimum 1 year patient enrollment experience
- Bilingual English/Spanish required

Licensure and Certifications

- Current drivers' license and auto insurance
- CAA Certified Preferred
- CEC Certified Preferred

TO APPLY: Send cover letter & resume to Human Resources at hr@scfhc.org or fax to (323) 432-4877

Deadline: Open until filled