

 Oroville Hospital	Job Description for Insurance Enrollment Specialist	Department: Clinic Management
		Dept.#: 7070 Last Updated: 10/01/13

Reports To

Clinic Manager

Job Summary

The Insurance Enrollment Specialist will be responsible for enrolling patient into various insurance plans based on eligibility.

Job Duties

- Running financial class reports
- Determining eligibility for available plans
- Calling and following up with patients who have been seen in the Clinics
- Making appointments with patients to review coverage they may qualify for and assisting with enrollment in those plans
- Will be available to all Clinics and available to meet with patients in those Clinics
- Will Perform other duties as assigned

Qualifications

- High School graduate or its equivalency required. Baccalaureate degree in business administration preferred
- Prior insurance eligibility experience preferred
- Working knowledge of computers and billing software
- Working knowledge of all payor billing requirements and policy guidelines
- Completion of Insurance Enrollment Training and Certification within 6 months

Lifting Requirements

The light category requires that an employee be able to lift a maximum of 20 pounds and frequently lift and/or carry objects weighing up to 10 pounds.