

Job Title	Patient Benefit Advisor
Employer/ Agency	Parallon / HCA
Job Description	<p>As a Patient Benefit Advisor, you would be responsible for interviewing and assisting uninsured/underinsured patients with eligibility for Medicaid or Social Security Disability.</p> <p>Duties include, but are not limited to:</p> <ul style="list-style-type: none"> • Reviews all referred uninsured patients for potential state and federal assistance programs. • Assists with application process to facilitate possible assistance approval and timely billing. • Visits with patient in hospital or outside location (i.e., residence, employer, etc.) to finalize documents vital to assistance approval. • Reviews all inpatient admissions to identify and ensure accurate record of all Medicaid primary and secondary eligible days. If application denied, assists patients with appeals process as needed. • Serves as a backup for Financial Counselor position, reviewing in-house patients to ensure insurance coverage information and/or financial situation documented in Meditech is accurate.
Qualifications	<p>Knowledge, Skills & Abilities</p> <ul style="list-style-type: none"> • Organization - proactively prioritizes needs and effectively manages resources • Communication - communicates clearly and concisely, verbally and in writing • Customer Orientation - establishes and maintains long-term customer relationships, building trust and respect by consistently meeting and exceeding expectations • Tactical execution - oversees the development, deployment and direction of complex programs and processes • PC Skills - demonstrates proficiency in PC applications as required • Policies & Procedures - demonstrates knowledge and understanding of organizational policies, procedures and systems • Basic Skills - able to perform basic mathematical calculations, balance and reconcile figures, punctuate properly, spell correctly and transcribe accurately <p>Technical skills including:</p> <ul style="list-style-type: none"> • Knowledge of state and federal assistance program requirements preferred. • Experience interacting with local Social Services personnel or departments. • Knowledge of medical terminology and computer literate. • Bilingual/Spanish preferred (may be required depending on facility).
Salary/Hours	\$16 - \$18 DOE

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Address	Hospital Locations with positions open are located on Cypress Creek Pkwy, Steepletop Dr and Hermann Dr in Houston, TX. With additional location in Tomball.
City, State, Zip	Houston, TX 77090, 77065, 77004 and 77375
Contact Person	Mignonne Vincent
Contact Title	Human Resources
Fax Number	855-399-3516
Email Address	Mignonne.Vincent@Parallon.com
Application Method	Qualified candidates who are interested in our open positions are invited to apply by emailing or faxing resume
Opening Date	June 7 and on going

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.