

Patient Benefits Coordinator #2021-46 (BHHC) Provide a full range of services related to contract health, business office, and medical records. Assists patients in completing appropriate forms and interpret rules and regulations for Alternate Resources and how it impacts the Sac and Fox Nation Health Services. Defines alternate resources available to patient's eligibility for Medicare, Medicaid, Veterans Administration, Medical Services, private insurance, SSI, SSDI, state programs, and any other applicable resources. Contacts alternate resource agencies, conducts personal interviews with patient and/or family members to determine potential eligibility for any alternate resources. Educates community members on various benefits and the eligibility criteria. Assist patients in filling out proper 3rd party resource applications, appropriate state, tribal and federal benefits including due process, and representatives for due process. Follow up to patients needing re-certification on these alternate resources. Works closely with and serves as a liaison between the community and, Social Security Administration (SSA) local, regional and central offices State Disability Determination Service IHS, tribal health, and community health care providers State and tribal public assistance offices/staff (including TANF, LIEAP, and Food Stamp benefits) Veteran's benefits and services at the state and federal level. Gather and compile information needed to determine benefits related to health care services for all third party billing purposes and processes. Performs Medicare Part D eligibility check on each Medicare patient through the use in (POS) Point of Sale. Performs daily interviews to obtain specific demographic and insurance information in a confidential manner. Must have an Associate Degree or higher in a field relevant to the position. Excellent oral and written communications skills and a professional appearance. Previous experience on qualifying patients for Alternate Resources and communicating with Private Insurances for pre-certification preferred.