**JOB DESCRIPTION**

HEALTH INSURANCE APPLICATION SPECIALIST

(Job Title)

SHS- PHMC Care Clinic

(Department/Division)

*POSTING DATE: February 21, 2014

*JOB OVERVIEW:

Reports to: Amanda Kimmel, MSW (Social Services Manager)

*RESPONSIBILITIES:
(list of responsibilities)

Under the supervision of the Social Services Manager, The Health Insurance Application Specialist will facilitate consumer enrollment in a Qualified Health Plan (QHP) through the Federal Marketplace and/or other health programs such as Medicaid and CHIP and will assist qualified individuals in making informed decisions on the selection of a health plan.

**Key Duties & Responsibilities:**
• Successfully complete federal web-based training to become a Certified Application Counselor.
• Maintain knowledge and expertise in eligibility, enrollment, and program specifications of the Federal Marketplace and other health coverage programs such as Medicaid and CHIP.
• Provide patients with expert, timely and friendly assistance and education pertaining to the health insurance application process.
• Accurately present the benefits included in each health insurance program and educate clients about the importance of obtaining medical coverage.
• Assist clients with determining eligibility and submitting appropriate health insurance enrollment applications including public insurance and Qualified Health Plans (QHPs) through the use of web-based applications.
• Follow up with patients regarding the status of their applications as well as resolving problems and answering questions that arise during the coverage period.
• Identify barriers and service issues and implement solutions to health insurance enrollment and access.
• Maintains confidentiality of patient health information in compliance with HIPAA regulations.

*Required Fields – must be completed in order to post

**Must provide at least one more additional contact beside the address
**SKILLS:**
(indicate skills required for the job)
- MUST be able to read, speak, and write in English fluently; Bilingual (English/Spanish) preferred
- Knowledge of and ability to work with the uninsured, under-served and under-represented populations
- MUST be computer literate and must be able to type at least 40 wpm
- Excellent communication and interpersonal skills required
- Must be highly organized, able to work under pressure, and self-motivated

**EXPERIENCE:**
(indicate experience required for the job)
Work experience in a healthcare or public assistance setting preferred.

**EDUCATION REQUIREMENT:**
(indicate education level required for the job)
Associate’s degree or equivalent work/business experience (2-3 years).

**SALARY & HOURS:**
20 hours per week; Hourly Rate, DEPENDENT UPON EXPERIENCE

**CONTACT INFORMATION:**
Forward Resume to: Amanda Kimmel, MSW
Address: 1200 Callowhill Street, Suite 101, Philadelphia PA 19123

**Fax#: (215) 825-8254**
**E-mail: akimmel@phmc.org**