



## Enrollment Coordinator Job Posting

### Responsibilities:

1. Provides courteous customer service & articulates plan information to members and their representatives.
2. Receives and records documents for enrollment and (in)voluntary disenrollment purposes
3. Maintains member and member-related records and collects/tracks billing utilization information.
4. Verifies member eligibility and maintains working relationships with members, providers and community based organizations.
5. Generates documentation regarding enrollment operations to members
6. Tracks data and generates various reports.
7. Maintains accurate record of activities in the electronic health record.
8. Assists Member Services department with various functions, including but not limited to; taking member phone calls, sending out authorizations, requesting time sheets from providers, coordinating member transportation, etc.
9. Participates in outreach activities with the Community Engagement team.

### Qualifications:

- High school diploma or equivalent required. Associates degree preferred.
- Minimum one-year Customer Service experience in a health care organization with familiarity of clinical language.
- Proficient with MS Word, MS Excel, data entry, and search engines.
- Bilingual skills helpful due to interfacing with various populations.

### Kalos Health offers outstanding benefits, including:

- 19 days of paid time off in your first year
- Health Insurance starting on your first day
- Inexpensive insurance options for medical & dental and vision
- Retirement plan
- Birthday gift
- And Much More!!

We offer the opportunity to be part of a very dedicated organization that cares for others. If you enjoy working in healthcare and being part of a great team, we invite you to join us. Please apply online at [www.kaloshealth.org](http://www.kaloshealth.org). EOE

