



Enrollment Coordinator

Job Posting

Responsibilities:

- Provides courteous customer service & articulates plan information to members and their representatives.
- Receives and records documents for enrollment and (in)voluntary disenrollment purposes
- Maintains member and member-related records and collects/tracks billing utilization information.
- Verifies member eligibility and maintains working relationships with members, providers and community-based organizations.
- Generates documentation regarding enrollment operations to members
- Tracks data and generates various reports.
- Maintains accurate record of activities in the electronic health record.
- 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.
- 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!!

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