

Snyder Village
Position Description

Position Title: Collections and Medicaid Specialist

FLSA Status: Non-Exempt

Reports To: Accounting Supervisor

General Description

Performs tasks concerning Medicaid applicant submissions. Advises Medicaid Pending applicants or potential Medicaid applicants on application process, general rules and assists with application preparation. Oversees A/R collections including analysis of open accounts receivable, generating collections letters, collection phone calls and legal filings if necessary. Monitor residents Financial Statements and their respective monthly cash flow along with projections of dates of exhaustion of all financial resources. General accounting tasks as requested by Accounting Supervisor or Controller. Various office tasks as necessary including admission, filing, copying, switchboard operations & input of data as assigned.

Minimum Training, Experience and Certification Requirements

College Degree preferred. High School Diploma or GED equivalent required.
Experience in related field preferred.

HOURS OF WORK:

30 hours per week

Personal Characteristics

1. Must be willing to uphold Snyder Village Mission and Values.
2. Must have patience, tact, and enthusiasm, as well as the willingness to handle difficult situations with residents and families.
3. Must be able to build trusting relationships.
4. Must be able to function independently, have flexibility, personal integrity, and the ability to work effectively with all managers and personnel.
5. Must have good oral and written communication skills.

Job Responsibilities, Duties and Authority

1. Assist Health Center residents or potential residents with all aspects of Medicaid applications processing, including gathering of data, application completion and filings, and assuring that deadlines are met.
2. Serve as A/R collections manager for all past due payments including generating collection letters, phone calls and issuing refunds.
3. Maintenance of Financial Statement materials for residents and cash flow analysis for residents with nominal assets or limited resources.
4. Back up to the Insurance and Medicaid Clerk
5. Assist the front office as necessary including switchboard responsibilities.
6. Assist families with billing questions and the Medicaid application process.
7. Observe all privacy regulations including HIPPA and corporate compliance requirements.
8. Other duties as assigned.

Working Conditions

1. Works in office area(s) as well as throughout the Snyder Village organization.
2. Sits, stands, bends, lifts and moves intermittently during working hours.
3. Is subject to frequent interruptions.
4. Is involved with personnel, residents, families and other visitors under all conditions and circumstances.
5. Is subject to hostile and emotionally upset personnel, residents and families.
6. May work beyond normal working hours, on weekends, and in other positions temporarily in staff emergencies and to ensure proper care for all residents.
7. Must be able to lift, pull, push and move equipment, supplies, etc.

Employee Acknowledgment

I have read and understand this job description and will perform the above duties to the best of my ability.

Employee
Signature _____ Date _____

Financial Controller _____ Date _____

