

JOB TITLE – ELIGIBILITY SPECIALIST

HOURS M-F: 8:00 AM – 5:00 PM

SUPERVISOR: Director of Eligibility/State Programs

SALARY Commensurate with Experience

FULL TIME POSITION

POSITION DUTIES/RESPONSIBILITIES: screen potential clients for indigent care programs, billing and collections, assist in report preparation for each resource program, check patient encounter forms for accuracy in the areas of patient registration, information and program eligibility.

REQUIRED EDUCATION, TECHNICAL TRAINING OR EQUIVALENT: High school diploma or equivalent. College credit hours preferred.

REQUIRED EXPERIENCE OR SKILLS: excellent communication and customer service skills with people of diverse social, economic and ethnic backgrounds. Computer literacy, bilingual in English/Spanish, type 45 wpm.

CONTACT: Clara Perez at cperez@wacofhc.org