



Neighborhood Health – Enrollment Coordinator
Full-time, 40 Hours

At Neighborhood Health, we're passionate about our mission to provide a kind and caring premiere workforce. Our team-based approach to comprehensive patient care creates a challenging and rewarding work environment where you have a direct role in helping members of our community receive quality medical services they can afford. And that's something you can feel good about.

As a member of our growing team, you will feel at home in a fun and diverse community of healthcare professionals. Our goal is simple: improving access to healthcare in our community and surrounding areas. Neighborhood Health is looking to add an Enrollment Coordinator to our team. Together, we are all committed to building healthier communities by delivering comprehensive, quality health care with compassion and respect.

As Enrollment Coordinator, you will:

- ✓ Oversee the daily activities, work assignments, and schedules of the Certified Application Counselors.
- ✓ Stay current on Health Insurance Marketplaces, Medicaid, Children's Health Insurance Program, or other state sponsored insurance exchanges and ensure that NH's enrollment center follows federal, state, and other grant requirements.
- ✓ Ensure that data is accurately collected and prepare periodic reports as required by NH and grant programs.
- ✓ Assist billing with denied claims with Medicaid and collaborate with IPHCA on issues.
- ✓ Connect clinic patients to social service resources.
- ✓ Cross train and assist other employees on various processes: Enrollment, PE/PEPW, Medicaid.

Requirements:

- Minimum of two years' managerial/supervisory experience required.
- Experience in a medical office or social services setting preferred.
- Prefer experience with third party reimbursement programs.

Education Requirements:

- Associate's Degree in social services, counseling, business, or a related discipline required. Bachelor's Degree preferred.

This position is full-time with benefits. We offer competitive pay, health, dental, vision, critical illness & accident insurance, 403(b) retirement plan, PTO, and paid holidays.

Interested? Send a resume along with cover letter to NHC Human Resources Department at: PO Box 11949, Fort Wayne, IN 46862, or by email to: hrdept@nhci.org. You may also fax your information to 260-969-2911.

Neighborhood Health is an Equal Opportunity Employer. Neighborhood Health does not exclude people or treat them differently for any aspect of the organization because of race, color, national origin, age, disability (physical or mental), or sex (including sexual orientation).

If you are a qualified individual with a disability or a disabled veteran, you may request a reasonable accommodation if you are unable or limited in your ability to access job openings or apply for a job on this site as a result of your disability. You can request reasonable accommodations by contacting Human Resources at hrdept@nhci.org