

**Maria Regina Residence  
Job Opportunity**

**MEDICAID COORDINATOR**

**Position Summary:**

Review all documentation required to file the Medicaid application. Advise resident family members regarding Medicaid regulations, facility policy and answers all questions. Investigate and process Medicaid chronic care application, conversion or recertification, as mandated by the appropriate county.

**Responsibilities:**

- Through face to face and telephone discussions with the designated representative, obtain and review all documentation required to complete and file the Medicaid chronic care application, conversion or recertification as mandated by the appropriate county.
- Update and maintain all recertifications in a timely manner and cross check using the monthly Medicaid roster.
- Review all budget letters received to insure that the pickup date and NAMI is correct; log information from the budget into Visual system.
- File for Representative Payee for Social Security checks and complete Representative Payee reports.
- Maintain HIPPA standards with all documentation and conversation.
- Interface with the Admission Department regarding financial approval of new residents.
- Attend weekly admissions meeting.
- Keep informed of any changes in Medicaid regulation impacting the skilled nursing facility.
- Assist with other office duties as required.

**Qualifications:**

- Must be a High School/Equivalence Graduate. Minimum of five years Skilled Nursing Home experience in processing Medicaid applications preferred.
- Knowledge of medical and insurance terminology.
- Excellent written and interpersonal skills. Must be organized and able to work independently.

**Hours & Days:     TO BE DETERMINED**