

## HEALTH INSURANCE SPECIALIST

### Duties:

- Provides assistance with costs related to HIV/AIDS medical care and assesses individuals for possible assistance programs and/or alternative coverage plans, including Ryan White program
- Completes intake screenings and assessments for the Health Insurance Program (Ryan White)
- Completes financial screenings for individuals to participate in the Cost Share portion of the Health Insurance Program
- Inputs client information and service units in the State database
- Prepares purchase orders for payment
- Recertifies eligible clients for continued assistance
- Reconciles billing
- Completes required documentation for services provided

### Skills/Qualifications/Experience:

- Bachelor's degree with six months of experience providing services in the HIV and/or related field; OR a total of three (3) years of relevant experience in this or in social services can be substituted for the education requirement
- Candidate must be able to comprehend the different scenarios involving health insurance and have a working knowledge of the COBRA insurance program and various private insurance programs and policies, including eligibility requirements, benefits, applicable deductibles and co-pays, Parts A, B and D of Medicare, Medicaid, Medicare Savings Programs, Medicare Advantage Plans, Veterans Administration (VA) benefits, ACA, CareLink, and other health insurance, financial assistance and medication assistance programs and have a general understanding of the system of health care delivery.
- Knowledge of community resources and services
- Demonstrated ability to work effectively with people of diverse races, ethnicities, sexual orientations, gender identities, socio-economic backgrounds, religions, ages, chemical dependency issues and physical abilities in a multicultural environment.

Job Type: Full-time