



Job title	<i>Medicaid Planning Specialist (Tracker)</i>
Reports to	<i>AR supervisor</i>

Job purpose

Collaborate with the facility business office to ensure that all facility residents have a billable payer source and that the facility can collect all monies due.

Duties and responsibilities

1. Verify payor source for all residents to ensure that payment will be forthcoming
 - Enter daily census received from facility into Veripay
 - Gather all relevant New Resident Information and document in Veripay
 - Research all available systems to confirm resident source of payment
 - Confirm initial/updated authorizations and co-pays
 - Ensure timely submission of levels of care and relevant forms
2. Facilitate Medicaid Pending application process
 - Obtain asset and income information
 - Validate resident eligibility
 - Review Medicaid application provided by facility
 - Follow through on application process until approval obtained
3. Communicate with biller to ensure coordinated efforts on activities
 - Instruct biller of changes to payers and billing information
 - Investigate and resolve issues to ensure a continuous and billable payer source
 - Coordinate collection of due patient liability
4. Collaborate with facility administration to obtain all payment due
 - Coordinate weekly meetings with BOM to ensure continuous payor source for every resident
 - Coordinate collection of continuous due patient liability
5. Review reports to monitor activity
 - Maintain office system to support tracking of efforts (documentation of progress in Veripay)
 - Prepare agings to keep supervisor informed of all outstanding balances
6. Other duties as assigned

Qualifications

A successful individual in this role will:

- Preferably possess a familiarity with Medicare/Medicaid processes.

Specific requirements:

- Able to prioritize and meet deadlines
- Attentive to detail

