



ROCKINGHAM COUNTY

DEPARTMENT OF HUMAN RESOURCES

CAREERS

POSITION: ADMISSIONS ASSISTANT

LONG TERM CARE SERVICES ADMINISTRATION

Join our team as a part time Admissions Assistant at Rockingham County Rehabilitation and Nursing Center. Enjoy fantastic benefits, generous paid time off and the opportunity to work alongside accomplished professionals. Be a part of an organization you can be proud of.

SCOPE OF POSITION:

The Admissions Assistant performs intake functions including financial review of all referrals. This will include insurance benefit verifications and prior authorizations. They will also facilitate the intake process to determine viable payor sources and Communicates information between the Business Office/Admissions Department regarding potential new residents/clients for the Nursing Home.

ESSENTIAL JOB FUNCTIONS:

- Contacts insurance/payor source to verify coverage levels.
- Responds promptly and accurately to all inquiries from admission, providers and in-house departments.
- Verify financial information and insurance coverage on potential residents/clients.
- Maintains a deep understanding of Medicare, Medicaid and all major insurance plans.
- Identifies significant gaps in coverage and/or high co-pays or deductibles prior to admission.
- Provides updates and status reports relating to insurance coverage issues.
- Assists with arrangements and confirmation of all admissions.
- Tracks pre-admission referral activity.
- Ensures receipt of all necessary documentation from referring institution.
- Obtains authorizations/re-authorizations from applicable identified source.
- Documents authorizations, denials, or status
- Initiates and completes specified components of the facility admission packet.
- Ensures client/resident concerns are brought forth for assessment and action if warranted.
- Ensures that resident's/client's rights are adhered to.
- Provides support services to the Director of Fiscal Services as warranted.
- Must be able to work hours as scheduled based on the requirements of the position and department.

REQUIRED EDUCATION AND EXPERIENCE:

- Knowledge of office procedures equivalent to the completion of a one-year certificate from a technical school and/or two-year Associates degree; along with
- Knowledge of basic accounting practices and budget experience; along with
- Two to three years related experience in a Long-Term Care environment; or
- Equivalent combination of education and experience.
- Knowledge of Admissions, Insurances, Medicare, Medicaid, Secondary and third payors. Familiar with medical terminology.
- Excellent interpersonal, coordinating and organizational skills.
- Sensitivity and skill required in working with impaired elders and families by phone.

SALARY RANGE: \$14.18 - \$19.63 dependent upon experience

STATUS/SHIFT: Part Time (30 hours) / First Shift

SUBMISSION REQUIREMENTS: Employment application and resume required.

Apply Online: Careers@co.rockingham.nh.us

Walk-In / Mail Applications:

111 North Rd

Brentwood, NH 03833

Applications can be found online at: Rockinghamcountynh.org/careers

Equal Employment Opportunity

Mandatory post offer physical, drug and alcohol testing for new hire. Criminal records check required.