

# CROSSOVER

## Healthcare Ministry

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### JOB DESCRIPTION:

**Position/Title:** Medicaid Enrollment Specialist (Paid Internship)  
**Supervisor:** Social Work Program Lead  
**Status:** Part Time, 20 hours/week

**Cross Over Healthcare Ministry:** Operates two non-profit health centers in Richmond Va. The clinics serve low income patients who are uninsured or are enrolled in Medicaid. Overall, CrossOver provides comprehensive healthcare to 6,000 residents of Central Virginia, offering care to children as well as adults. CrossOver provides primary care, specialty care, dental, vision, mental health, HIV care and OB care to qualified patients. CrossOver also operates a licensed pharmacy. Our full time clinics are located on Cowardin Avenue in South Richmond and Quiocassin Road in Western Henrico County.

**Cross Over Healthcare Ministry's Mission:** We are called to provide health care, promote wellness, and connect community talents and resources with people in need in the name of Jesus Christ.

**Cross Over Healthcare Ministry's Vision:** A healthy, vibrant community where every person is restored by the compassionate, healing love of God.

Required Education: Pursuing Associates or Bachelor's degree in health-related field

Preferred: Bilingual

- Responsible for conducting eligibility screenings, assessment of patient financial requirements, and counseling patients on insurance benefits & Crossover Medicaid Policies.
- Assist patients with the Medicaid application process, help follow-up with patients Medicaid enrollment status & assist patients with changing Managed Care Organizations.
- Serve as a liaison between the patient, clinic, and governmental agencies; and be actively involved in all areas of case management.
- Screen and evaluate patients for existing insurance coverage, federal and state assistance programs, or hospital charity application.
- Re-verify benefits and obtains authorization and/or referral after treatment plan has been discussed, prior to initiation of treatment. Ensures appropriate signatures are obtained on all necessary forms.
- Initiate and maintain proper follow-up with the patient and government agency caseworkers to ensure timely processing and completion of all mandated applications and accompanying documentation.