

We are proud to have been named as one of  
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\* \* \*

We are looking for a responsible individual to fill our **Clerk** position in **San Jose**.

**Requirements / Qualifications:**

- At least two years experience in an office/professional setting
- Computer literate in Word, Outlook, PowerPoint
- Able to work independently and as part of a team
- Self-motivated and detail oriented, and able to multi-task
- Have strong organizational and communication skills
- Experience with filing, faxing, using copier
- Assist with various projects
- High School diploma (or GED equivalent)

Position Type: Full-time; Non-exempt

**Salary: \$12-14 per hour** (depending on experience)

Business Hours (alternative workweek schedule)

Monday – Thursday 7:30 a.m. to 4:45 p.m.

Friday 7:30 a.m. to 12:30 p.m.

(Work schedule for on-site employees may differ)

**Health Advocates** is a privately funded Public Advocacy organization headquartered in Sherman Oaks, California. Our emphasis is in assisting hospitals and individuals in providing financial counseling and social services including but not limited to advocacy and representation, and eligibility for governmental and insurance benefits. Health Advocates is committed to providing exceptional services and professional representation to its employees and clients.

**Health Advocates** offers competitive salary with great benefits including health benefits, 401(k) plan, 2-3 weeks paid vacation, paid holidays, sick pay, and other perks - EOE M/F/D/V.

Searchable words:

Coordinator, Clerk, Clerical, Entry-Level, Customer Service, Clergy, Administrative Assistant, Office Worker, Social Services, Medi-Cal, Medical, Health, Advocate, Hospital, Insurance, Healthcare, Administrative Assistant, Medical Assistant, Entry Level, Associate, Patient, Advocate, Case Manager, Eligibility Analyst, Medical Biller, Advocacy,

To Apply Please Visit [WWW.HEALTHADVOCATES.COM](http://WWW.HEALTHADVOCATES.COM)

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We are looking for highly motivated and experienced people to fill our **Eligibility Worker / Floater** positions in the **San Diego** area.

[We offer paid training and mileage reimbursement!!](#)

**Responsibilities:**

- \* Interview patients at bedside and by telephone for various governmental assistance programs
- \* Work with County programs including Medi-Cal, Victims of Crime, and Social Security Disability
- \* Assist patients with completion of various applications
- \* Interact with governmental agencies in getting applications approved
- \* Act as a liaison between hospital personnel, the patient, and the main office staff in regards to patient accounts
- \* Process information requisitions by the main office staff
- \* Provide reassurance to patients through excellent customer service

**Qualifications:**

- \* Bilingual (English/Spanish) Required
- \* 2-5 years experience working in a hospital or healthcare setting
- \* Social work experience a plus
- \* High school diploma (or GED equivalent)
- \* Strong customer service and clerical skills required
- \* Valid California Drivers License and a clean DMV record
- \* Dependable vehicle with auto insurance
- \* Passion for working low income individuals

*\*\*Note: Applicants are required to take a Basic Office Skills, Typing tests, and other tests such as Microsoft Excel, depending on the position. Applicants being considered for hire will be required to submit to a security background check including drivers license check and/or ID check, if applicable.*

**Health Advocates** is a privately funded public advocacy organization headquartered in Sherman Oaks, California. Our emphasis is in assisting hospitalized patients to qualify for Medi-Cal and other health insurance benefits, asserting Third Party Liens in Workers' Compensation cases and Private Insurance on behalf of hospitals, and assisting individuals in processing Social Security claims.

**Health Advocates** is committed to providing exceptional services and professional representation to its employees and clients.

**Health Advocates** offers competitive salary with great benefits including health benefits, 401(k) plan, 2-3 weeks paid vacation, paid holidays, sick pay, and other perks - EOE M/F/D/V.

**Position Type:** Full-time; Non-exempt

**Salary:** \$14 per hour

Business Hours (alternative workweek schedule)

Monday – Thursday 7:30 a.m. to 4:45 p.m.

Friday 7:30 a.m. to 12:30 p.m.

(Work schedule for on-site employees may differ)

Searchable Words:

Clerk, Clerical, Customer Service, Social Services, Social Worker, Screener, Medi-Cal, Medical Assistant, Eligibility Worker, Eligibility Verification, Eligibility Representative, Eligibility Analyst, Patient Representative, Patient Advocate, Hospital, Insurance, Healthcare, Field Representative, Floater, Processor, Account Representative, Biller, Billing, Entry Level, Health, Financial Assistance

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**Health Advocates** is looking for a highly motivated person to fill an **Eligibility Worker / Floater** position in the **San Mateo** area.

**We offer paid training and mileage reimbursement!!**

**Responsibilities:**

- \*Interview patients at bedside and by telephone for various governmental assistance programs
- \* Work with County programs including Medi-Cal, Victims of Crime, and Social Security Disability
- \*Assist patients with completion of various applications
- \*Interact with governmental agencies in getting applications approved
- \*Act as a liaison between hospital personnel, the patient, and the main office staff in regards to patient accounts
- \*Process information requisitions by the main office staff
- \*Provide reassurance to patients through excellent customer service
- \*Travel between facilities in the San Mateo area

**Qualifications:**

- \*Bi-lingual (English/Spanish, English/Vietnamese) Required
- \*2-5 years experience working in a hospital or healthcare setting preferred
- \*Social work experience a plus
- \*High school diploma (or GED equivalent)
- \*Strong customer service and clerical skills required
- \*Valid California Drivers License and a clean DMV record
- \*Dependable vehicle with auto insurance
- \*Passion for working with the homeless, the needy and low income individuals

*\*\*Note: Applicants are required to take a Basic Office Skills, Typing tests, and other tests such as Microsoft Excel, depending on the position. Applicants being considered for hire will be required to submit to a security background check including drivers license check and/or ID check, if applicable.*

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**Health Advocates** offers competitive salary with great benefits including health benefits, 401(k) plan, 2-3 weeks paid vacation, paid holidays, sick pay, and other perks - EOE M/F/D/V.

Position Type: Full-time; Non-exempt

**Salary: \$14-18 per hour** (depending on experience)

**Business Hours (alternative workweek schedule)**

Monday – Thursday 7:30 a.m. to 4:45 p.m.

Friday 7:30 a.m. to 12:30 p.m.

(Work schedule for on-site employees may differ)

Searchable Words:

Clerk, Clerical, Customer Service, Social Services, Social Worker, Screener, Medi-Cal, Medical, Eligibility Worker, Eligibility Verification, Eligibility Representative, Assistant, Eligibility Analyst, Patient Representative, Patient Advocate, Hospital, Insurance, Healthcare, English/Spanish, Medical Assistant, Phone interviewer, Call Center, San Mateo, Foster City, Burlingame, San Bruno, Hillsborough, Redwood City, San Carlos, Pacifica

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We are looking for responsible individuals to fill our **Eligibility Worker** positions in our Eligibility, SSI & Fair Hearing Departments at our main office in **Sherman Oaks**.

### **WE OFFER PAID TRAINING!!!**

#### **Responsibilities:**

Eligibility Workers help qualify patients/claimants for governmental benefits (Medi-Cal, VOC, SSI, etc.) within established guidelines. Responsibilities include telephone or in-person screening, completing applications, follow-up with customers and county workers for successful completion of cases, submitting applications to appropriate offices, and updating information in computer database.

#### **Qualifications:**

- \* High School diploma or GED equivalent
- \* At least 2 years of customer service experience
- \* 2-3 years prior experience in a people oriented job (customer service capacity, call center, telemarketing, office or hospital environment)
- \* Basic office skills and computer literate required (testing at interview)
- \* **Bilingual Eng/Span required**

Position Type: Full-time; Non-exempt  
Salary: \$13 per hour (depending on experience)

*\*\*Note: Applicants are required to take a Basic Office Skills, Typing tests, and other tests such as Microsoft Excel, depending on the position. Applicants being considered for hire will be required to submit to a security background check including driver's license check and/or ID check, if applicable.*

**Health Advocates** is a privately funded Public Advocacy organization headquartered in Sherman Oaks, California. Our emphasis is in assisting individuals to qualify for Medi-Cal, Social Security (SSI/SSD) and other health insurance benefits. Health Advocates is committed to providing exceptional services and professional representation to its employees and clients.

**Health Advocates** offers competitive salary with great benefits including health benefits, 401(k) plan, 2-3 weeks paid vacation, paid holidays, sick pay, and other perks - EOE M/F/D/V.

#### **Business Hours (alternative workweek schedule)**

Monday thru Thursday 7:30 a.m. to 4:45 p.m.  
Friday 7:30 a.m. to 12:30 p.m.

**WE LOOK FORWARD TO HEARING FROM YOU!!**

Searchable Words: Clerk, Clerical, Customer Service, Case Worker, Case Manager, Social Services, Social Worker, Screener, Medi-Cal, Medical, Eligibility Worker, Eligibility Verification, Eligibility Representative, Eligibility Analyst, Patient Representative, Financial Counseling, Patient Advocate, Hospital, Insurance, Healthcare, Assistant, BSW, Social Work, Social Security, Fair Hearing, Liability, Case Manager, Bilingual, English/Spanish. Screener, Verification, Verifier, Account Representative, Medical, Assistant, Assistance

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We are looking for a highly motivated, detail-oriented person to fill an Eligibility Worker position in the West Los Angeles area.

**WE OFFER PAID TRAINING!!**

**Responsibilities:**

- \* Interview patients at bedside and by telephone for various governmental assistance programs
- \* Work with County programs including Medi-Cal, Victims of Crime, and Social Security Disability
- \* Assist patients with completion of various hospital applications
- \* Interact with governmental agencies in getting applications approved
- \* Act as a liaison between hospital personnel, the patient, and the main office staff in regards to patient accounts
- \* Process information requisitions by the main office staff
- \* Provide reassurance to patients through excellent customer service
- \* Traveling between facilities in the West Los Angeles areas

**Qualifications:**

- \* Bi-lingual English/Spanish required
- \* 2-5 years experience working in a hospital or healthcare setting preferred
- \* Comfortable in a mental health facility
- \* Social work experience a plus
- \* High school diploma (or GED equivalent)
- \* Strong customer service and clerical skills required
- \* Valid California Drivers License and a clean DMV record
- \* Dependable vehicle with auto insurance
- \* Passion for working with the homeless, the needy and low income individuals

*\*\*Note: Applicants are required to take a Basic Office Skills, Typing tests, and other tests such as Microsoft Excel, depending on the position. Applicants being considered for hire will be required to submit to a security background check including drivers license check and/or ID check, if applicable.*

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**Health Advocates** offers competitive salary with great benefits including health benefits, 401(k) plan, 2-3 weeks paid vacation, paid holidays, sick pay, and other perks - EOE M/F/D/V.

**Position Type:** Full-time; Non-exempt

**Salary:** \$13-14 per hour (depending on experience)

**Business Hours** (alternative workweek schedule)

Monday – Thursday 7:30 a.m. to 4:45 p.m.

Friday 7:30 a.m. to 12:30 p.m.

(Work schedule for off-site employees may differ)

Searchable Words:

Clerk, Clerical, Customer Service, Social Services, Social Worker, Screener, Medi-Cal, Medical Assistant, Coder, Coordinator, Medi-Cal Benefits, Eligibility Worker, Eligibility Verification, Eligibility Representative, Assistant, Eligibility Analyst, Patient Representative, Patient Advocate, Hospital, Insurance, Healthcare, bilingual, languages, English, Spanish, Administrative, Office, Call Center, Insurance

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We are looking for a highly motivated and experienced person to fill our **Eligibility Worker** position in the **Rancho Mirage** area.

**We offer paid training and mileage reimbursement!!**

**Responsibilities:**

- \* Interview patients at bedside and by telephone for various governmental assistance programs
- \* Work with County programs including Medi-Cal, Victims of Crime, and Social Security Disability
- \* Assist patients with completion of various applications
- \* Interact with governmental agencies in getting applications approved
- \* Act as a liaison between hospital personnel, the patient, and the main office staff in regards to patient accounts
- \* Process information requisitions by the main office staff
- \* Provide reassurance to patients through excellent customer service

**Qualifications:**

- \* Bilingual (English/Spanish) Required
- \* 2-5 years experience working in a hospital or healthcare setting
- \* Social work experience a plus
- \* High school diploma (or GED equivalent)
- \* Strong customer service and clerical skills required
- \* Valid California Drivers License and a clean DMV record
- \* Dependable vehicle with auto insurance
- \* Passion for working low income individuals

\*\*Note: Applicants are required to take a Basic Office Skills, Typing tests, and other tests such as Microsoft Excel, depending on the position. Applicants being considered for hire will be required to submit to a security background check including drivers license check and/or ID check, if applicable.

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**Health Advocates** offers competitive salary with great benefits including health benefits, 401(k) plan, 2-3 weeks paid vacation, paid holidays, sick pay, and other perks - EOE M/F/D/V.

Position Type: Full-time; Non-exempt

**Salary: \$14 per hour**

Business Hours (alternative workweek schedule)

Monday – Thursday 7:30 a.m. to 4:45 p.m.

Friday 7:30 a.m. to 12:30 p.m.

(Work schedule for on-site employees may differ)

Searchable Words:

Clerk, Clerical, Customer Service, Social Services, Social Worker, Screener, Medi-Cal, Medical Assistant, Eligibility Worker, Eligibility Verification, Eligibility Representative, Eligibility Analyst, Patient Representative, Patient Advocate, Hospital, Insurance, Healthcare, Field Rep, Driver. Spanish, Palm Desert, La Quinta, Coachella, Mecca, Desert Shores, Salton Sea Beach, Salton City, Indio, Palm Desert, Cathedral City, Palm Springs, Thousand Palms, Desert Hot Springs, Morongo Valley, Yucca Valley, Joshua Tree, Banning, Moreno Valley, Indian Wells, Bermuda Dunes

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We are currently looking for an extremely dedicated and knowledgeable **SUPERVISOR** with extensive Social Security Experience.

**Responsibilities:**

- Supervise day-to-day operations of a unit within our Social Security department
- Maintain and foster business relationships with clients
- Helps review files for assignment and closure
- Prepare staff reviews and address and performance and/or other issues
- Help manage work flow
- Assist in maintaining organization and structure of the department

**Qualifications:**

- SSI/SSDI, eligibility and appeals process experience required
- Prior health care, Medi-Cal or county Social Services experience a plus
- At least 2 years supervisory experience
- Excellent verbal and written communication skills
- Strong customer service skills
- Bachelor's Degree or paralegal certificate preferred. A combination of education/experience will be considered in lieu of a Bachelor's Degree
- Bi-lingual English/Spanish a plus

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**Business Hours (alternative workweek schedule)**

Monday thru Thursday 7:30 a.m. to 4:45 p.m.

Friday 7:30 a.m. to 12:30 p.m.

**APPLY TODAY!**

Searchable words:

Customer Service, Social Services, Social Worker, Medi-Cal, medical, Eligibility Worker, Eligibility Verification, Eligibility Representative, Assistant, Eligibility Analyst, Hospital, Insurance, Healthcare, insurance, supervisor, manager, Patient Accounting Representative, Patient Financial Services, Intake Assessment, Financial Counselor, Masters in Social Work, Bachelor's in Social Work, BSW, MSW, Case Managers, Case Manager, Discharge Planning, Hospital Admitting, Financial Services, Financial Counseling, paralegal, SSA, Social Security Administration, Claims Management Insurance

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We are looking for two highly motivated, detail-oriented people to fill **Eligibility Worker** positions in the **West Hollywood** area.

**WE OFFER PAID TRAINING!!**

**Responsibilities:**

- \* Interview patients at bedside and by telephone for various governmental assistance programs
- \* Work with County programs including Medi-Cal, Victims of Crime, and Social Security Disability
- \* Assist patients with completion of various hospital applications
- \* Interact with governmental agencies in getting applications approved
- \* Act as a liaison between hospital personnel, the patient, and the main office staff in regards to patient accounts
- \* Process information requisitions by the main office staff
- \* Provide reassurance to patients through excellent customer service

**Qualifications:**

- \* Bi-lingual English/Spanish required
- \* 2-5 years experience working in a hospital or healthcare setting preferred
- \* Comfortable in a mental health facility
- \* Social work experience a plus
- \* High school diploma (or GED equivalent)
- \* Strong customer service and clerical skills required
- \* Valid California Drivers License and a clean DMV record
- \* Dependable vehicle with auto insurance
- \* Passion for working with the homeless, the needy and low income individuals

*\*\*Note: Applicants are required to take a Basic Office Skills, Typing tests, and other tests such as Microsoft Excel, depending on the position. Applicants being considered for hire will be required to submit to a security background check including drivers license check and/or ID check, if applicable.*

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**Position Type:** Full-time; Non-exempt

**Salary:** \$13-14 per hour (depending on experience)

**Business Hours (alternative workweek schedule)**

Monday – Thursday 7:30 a.m. to 4:45 p.m.

Friday 7:30 a.m. to 12:30 p.m.

(Work schedule for off-site employees may differ)

Searchable Words:

Clerk, Clerical, Customer Service, Social Services, Social Worker, Screener, Medi-Cal, Medical Assistant, Coder, Coordinator, Medi-Cal Benefits, Eligibility Worker, Eligibility Verification, Eligibility Representative, Assistant, Eligibility Analyst, Patient Representative, Patient Advocate, Hospital, Insurance, Healthcare, bilingual, languages, English, Spanish, Administrative, Office, Call Center, Insurance

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We are looking for a dynamic **COORDINATOR** to fill a position at a client hospital in the **San Jose** area.

**Essential Duties and Responsibilities**

- Process all inner-office requests in a timely and efficient manner
- Retrieve referrals and prepare referral files for case managers
- Input, maintain and update all medical record information into tracking log
- Communicate between main office and client to obtain billing information and documents
- Responding to the needs of both internal and external customers
- Prepare and photocopy all accepted accounts for referral to main office
- Assist Client Services management with the completion of special projects
- Complete requests from main office for patient/account information
- Complete weekly reports (Discharge, Chron, TAR & Billing)
- Compile monthly statistical report
- Answer phones, forward calls/messages
- Greet and assist patients

**Knowledge, Skills, and Abilities Requirement**

- Excellent verbal and written communication skills
- Ability to work independently and with others
- Detail-oriented with good organizational skills
- Typing skills at 35wpm or better
- Computer and data entry skills
- Intermediate to Advanced Microsoft Excel Skills *required*

\*\* Note: Applicants are required to take a Basic Office Skills, Typing tests, and other tests such as Microsoft Excel, depending on the position. Applicants being considered for hire will be required to submit to a security background check including a driver's license check and/or ID check, if applicable.

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Position Type: Full-time; Non-exempt

**Salary: \$12 - \$15 per hour (depending on experience)**

**Business Hours (alternative workweek schedule)**

Monday – Thursday 7:30 a.m. to 4:45 p.m.

Friday 7:30 a.m. to 12:30 p.m.

(Work schedule at the hospital site may differ)

Searchable Words:

Coordinator, Clerk, Clerical, Entry-Level, Customer Service, Clergy, Administrative Assistant, Office Worker, Social Services, Medi-Cal, Medical, Health, Advocate, Hospital, Insurance, Healthcare, Administrative Assistant, Medical Assistant, Entry Level, Associate, Patient, Advocate, Case Manager, Eligibility Analyst, Medical Biller, Advocac, San Mateo, Burlingame, Pacifica, El Granada, Half Moon Bay, Hayward, Union City, San Lorenzo, Foster City, Hillsborough, San Carlos, Redwood City, Palo Alto, San Bruno,

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We are looking for highly motivated, detail-oriented person who is eager to learn and be trained into an **Eligibility Worker/Floater** for our position in the **SanBernardino/Upland** area.

**WE OFFER PAID TRAINING!!**

**Responsibilities:**

- \* Interview patients at bedside and by telephone for various governmental assistance programs
- \* Work with County programs including Medi-Cal, Victims of Crime, and Social Security Disability
- \* Assist patients with completion of various hospital applications
- \* Interact with governmental agencies in getting applications approved
- \* Act as a liaison between hospital personnel, the patient, and the main office staff in regards to patient accounts
- \* Process information requisitions by the main office staff
- \* Provide reassurance to patients through excellent customer service

**Qualifications:**

- \* Bi-lingual English/Spanish required
- \* 2-5 years experience working in a hospital or healthcare setting preferred
- \* Comfortable in a mental health facility
- \* Social work experience a plus
- \* High school diploma (or GED equivalent)
- \* Strong customer service and clerical skills required
- \* Valid California Drivers License and a clean DMV record
- \* Dependable vehicle with auto insurance
- \* Passion for working with the homeless, the needy and low income individuals

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Position Type: Full-time; Non-exempt

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**Business Hours (alternative workweek schedule)**

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Friday 7:30 a.m. to 12:30 p.m.

(Work schedule for off-site employees may differ)

Searchable Words:

Clerk, Clerical, Customer Service, Social Services, Social Worker, Screener, Medi-Cal, Medical, Eligibility Worker, Eligibility Verification, Eligibility Representative, Assistant, Eligibility Analyst, Patient Representative, Patient Advocate, Hospital, Insurance, Healthcare, bilingual, languages, English, Spanish, San Diego, Alvarado, La Mesa, Lemon Grove, College West, San Carlos, El Cajon, Spring Valley, Broadway Heights, Santee, La Presa, Allied Gardens, San Diego State University SDSU, Administrative, Office, Call Center

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We are currently looking for an extremely dedicated and knowledgeable **Business Services Manager** for our **SSI Eligibility /Advocacy Services Departments**.

The incumbent will coordinate marketing and strategic planning programs for SSI Eligibility and Advocacy Services within the California region. Facilitate client development through marketing and client services programs.

### **Responsibilities**

- Business development activities including:
  - On-site visits to existing and new clients
  - Assisting management in strategic planning for client presentations
- Assist with and support company's involvement in various health, advocacy and legal networks, including coordinating business development and marketing activities via these relationships

Organize and implement client relations including:

- New client development activities
- Client skills training and workshops
- Special events
- Offer coaching for prospective client meetings, presentations, etc
- Assist with department's RFP protocol development
- Develop and administer marketing database which includes client and prospect information, mailing list applications, marketing packages, flyers, access to financial reports, electronic marketing efforts including construction and supervision of website design and maintenance

### **Qualifications**

- Marketing experience
- Experience working within / or strong knowledge of the California healthcare industry, including SSI/SSD or other patient or healthcare related services a plus
- Proven track record in developing and administering a marketing program, including knowledge of marketing management & strategic planning
- Experience working with Non-Profit organizations, strong non-profit contacts a plus
- Knowledge creating and/or assisting with RFP's
- Strong presentation skills
- Knowledge of Microsoft Office and Windows-based computer applications
- Excellent verbal and written communication skills
- Possess and maintain a valid California Drivers License
- Dependable vehicle with auto insurance coverage
- Spanish speaking helpful

Position Type: Full-time; Exempt

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**Pay Rate:** Commensurate with experience

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**Health Advocates** offers competitive salary with great benefits including health benefits, 401(k) plan, 2-3 weeks paid vacation, paid holidays, sick pay, and other perks - EOE M/F/D/V.

We offer competitive salary and a comprehensive benefits package including 2 week vacation to start, health benefits, and a 401(K) plan. EOE M/F/D/V.

**Business Hours** (alternative workweek schedule)

Monday thru Thursday 7:30 a.m. to 4:45 p.m.

Friday 7:30 a.m. to 12:30 p.m.

Searchable Words:

Customer Service, Social Services, Social Worker, Medi-Cal, medical, Eligibility Worker, Eligibility Verification, Eligibility Representative, Assistant, Eligibility Analyst, Hospital, Insurance, Healthcare, Insurance, Supervisor, Manager, Patient Accounting Representative, Patient Financial Services, Intake Assessment, Financial Counselor, Masters in Social Work, Case Manager, Discharge Planning, Hospital Admitting, Financial Services, Financial Counseling, paralegal, SSA, Social Security Administration, Claims Management Insurance, Marketing Specialist, RFP, Request for Proposal, Grant Proposal Writer, Account Coordinator, Business Service Manager, Coordinator, Marketing Associate

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The Best Places to Work in Southern California  
by the Los Angeles Business Journal!

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**Health Advocates** is looking for highly motivated **Non-Attorney Hearing Representatives** to handle administrative hearings involving Medi-Cal eligibility. Experience with Medi-Cal eligibility process and administrative hearings is preferred but not required.

**Responsibilities:**

- Represent claimants in Medi-Cal hearings to overcome denials of eligibility
- Analyze medical records and work history to determine disability based on the Sequential Evaluation Process
- Evaluate case records and application history for potential appeals
- Work with support staff to gather information and to develop arguments for cases
- Prepare case files and claimants for hearings

**Qualifications/Requirements:**

- Experienced with representing applicants in administrative hearings such as Medi-Cal or SSI/SSD claims preferred
- Familiarity with common medical conditions, symptoms & corresponding limitations
- Excellent verbal and written communication skills
- Able to handle a high volume of cases on a daily basis
- Must type at least 40 wpm
- Possess and maintain a valid California Drivers License
- Dependable vehicle with auto insurance coverage

Position Type: Full-time; Non-Exempt

**Pay Rate: \$15 -\$20 to start depending on experience**

\*\*Note : Applicants are required to take a Basic Office Skills, Typing tests, and other tests such as Microsoft Excel, depending on the position. Applicants being considered for hire will be required to submit to a security background check including driver's license check and/or ID check, if applicable.

**Health Advocates** is a privately funded Public Advocacy organization headquartered in Sherman Oaks, California. Our emphasis is in assisting individuals to qualify for Medi-Cal, Social Security (SSI/SSD) and other health insurance benefits. Health Advocates is committed to providing exceptional services and professional representation to its employees and clients.

Searchable Words: Customer Service, Social Services, Social Worker, Medi-Cal, medical, Eligibility Worker, Eligibility Verification, Eligibility Representative, Assistant, Eligibility Analyst, Hospital, Insurance, Healthcare, Insurance, Supervisor, Manager, Patient Accounting Representative, Patient Financial Services, Intake Assessment, Financial Counselor, Masters in Social Work, Case Manager, Discharge Planning, Hospital Admitting, Financial Services, Financial Counseling, Paralegal, SSA, Social Security Administration, Claims Management Insurance, Marketing Specialist, RFP, Request for Proposal, Grant Proposal Writer, Account Coordinator, Business Service Manager, Coordinator, Marketing Associate

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### **Experienced Medi-cal Biller**

#### **Responsibilities**

- \* Resolve accounts within assigned responsibility according to established procedures and time frames.
- \* Responsible for the billing of Inpatient and Outpatient Medi-cal billing and follow-up
- \* Knowledge of CPT and ICD9 Codes
- \* Maintain both outstanding dollars and number of accounts as prescribed
- \* Handle incoming correspondence and returned mail on a timely basis
- \* Initiate outgoing account Tracers, CIF and Appeals
- \* Make telephone contacts in a timely, professional, non-combative manner
- \* Respond to incoming phone calls the same day received

#### **Qualifications**

- \* 2 years experience in Medi-cal Billing
- \* Knowledge of Medi-cal process
- \* High school diploma or GED equivalent
- \* Have in-patient and out-patient experience
- \* **Must have Medi-cal Billing experience**

**Health Advocates** is a privately funded Public Advocacy organization headquartered in Sherman Oaks, California. Our emphasis is in assisting hospitals and individuals in providing financial counseling and social services including but not limited to advocacy and representation, and eligibility for governmental and insurance benefits.

**Health Advocates** is committed to providing exceptional services and professional representation to its employees and clients. **Health Advocates** offers competitive salary with great benefits including health benefits, 401(k) plan, 2-3 weeks paid vacation, paid holidays, sick pay, and other perks -EOE M/F/D/V.

**Our business hours are 7:30 a.m. to 4:45 p.m. Monday thru Thursday, and 7:30 a.m. to 12:30 p.m. on Friday.**

Searchable Words:

Registered Nurse, TARS, Customer Service, Social Service, Social Worker, Screener, Medi-Cal, Medical, Eligibility Worker, Eligibility Verification, Eligibility Representative, Assistant, Eligibility Analyst, Patient Representative, Patient Advocate, Hospital, Insurance, Healthcare, Field Rep, Analyst, Treatment Authorization Request, Biller, In-patient, Out-patient, Analyst, Appeals, Appeal, RN, Senior Case Manager, Screener, Charts, billing

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We are looking for a highly motivated and compassionate **Eligibility Worker (Field Representative)** to fill a position in the **San Francisco area**.

**WE OFFER PAID TRAINING and MILEAGE REIMBURSEMENT!!**

**Responsibilities:**

- Locate patients at various addresses, which could include all types of neighborhoods, including housing projects and the homeless community
- Interview patients to determine if they qualify for governmental benefits (Medi-Cal, VOC, SSI, etc.) or third party benefits within established guidelines
- Complete applications for appropriate governmental assistance programs
- Pick up and deliver patients to appointments or documents to governmental offices
- Assisting with other projects as assigned
- Provide reassurance to patients through excellent customer service
- Complete daily caseload in a timely manner

**Qualifications:**

- Bi-lingual (English/Spanish, English/Cantonese, English/Mandarin, English/Chinese) required
- At least 2-5 years experience working in a Healthcare setting desired
- At least 2 years work experience as a field rep or driver desired
- Social work experience a plus
- High school diploma
- Basic computer skills
- Valid California Drivers License and a clean DMV record
- Dependable vehicle with auto insurance (company vehicle may be provided)
- Has a good sense of direction, familiar with the area
- Passion for working with the homeless, the needy and low income individuals
- Comfortable entering all types of neighborhoods, including housing projects and the homeless community.

*\*\*Note: Applicants are required to take a Basic Office Skills, Typing tests, and other tests such as Microsoft Excel, depending on the position. Applicants being considered for hire will be required to submit to a security background check including driver's license check and/or ID check, if applicable.*

Position Type: Full-time; Non-exempt  
Salary: \$14-\$18 per hour (depending on experience)

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**Health Advocates** offers competitive salary with great benefits including health benefits, 401(k) plan, 2-3 weeks paid vacation, paid holidays, sick pay, and other perks - EOE M/F/D/V.

Business Hours (alternative workweek schedule)  
Monday – Thursday 7:30 a.m. to 4:45 p.m.  
Friday 7:30 a.m. to 12:30 p.m.  
(Work schedule for off-site employees may differ)

Searchable Words: Clerk, Clerical, Customer Service, Social Services, Social Worker, Screener, Medi-Cal, Medical, Eligibility Worker, Eligibility Verification, Eligibility Representative, Assistant, Eligibility Analyst, Patient Representative, Patient Advocate, Hospital, Insurance, Healthcare, Field Rep, Driver, Field Service, low income, assistant, assistance, social worker, social work, provider

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