

THE SABAN FREE CLINIC

Mission Statement

The Saban Free Clinic, formerly known as The Los Angeles Free Clinic, in collaboration with strategic partners serves as a medical home for the underserved and those who are most vulnerable by providing comprehensive, dependable and affordable quality health care in a caring environment. Founded in 1967, The Saban Free Clinic is the oldest continuously operating free clinic in the United States.

The Clinic is soliciting resumes for a Full Time Eligibility Worker

Primary responsibilities. Inform patients of the availability and eligibility requirements of various health programs (i.e. Healthy Families, Medi-Cal.) Develop, participate and coordinate outreach activities on her/his own or in coordination with the Education and Outreach Work Unit Conduct accurate and timely financial screening and assessment of patients. Enroll patients and their families in the appropriate programs that they qualify and/or are eligible for. Review and follow-up on all necessary forms needed for enrollment into a specific program. Closely monitor all patients and families for continuous coverage into a specific program. Work collaboratively with Registration/Reception staff to ensure that patients and families are properly documented in the Clinic practice management system. Handle patient information with utmost respect and confidentiality. Maintain a professional, friendly and courteous attitude in the performance of duties.

Qualifications: Any combination of education and experience that demonstrates the required knowledge and abilities to perform assigned duties and functions. Two (2) years experience in financial screening and enrollment in all Medi-Cal and Managed Care programs. Knowledge of medical terminology highly preferred. Fluency in written and spoken English required. Fluency (written and spoken) in another language such as Spanish or Korean highly preferred. Demonstrated ability to set priorities for tasks and to work effectively under minimal supervision in spite of interruptions. Self-starter, reliable and dependable. Able demonstrate proficiency with the Clinic PMS (HealthPort) after training. Demonstrated excellent customer relations and communication skills. Ability to sensitively deal with people of diverse cultures and lifestyles. Must possess a California Driver's license with an excellent driving record.

To apply: Send resume to Human Resources, The Saban Free Clinic 8405 Beverly Blvd., Los Angeles, CA 90048, or fax to 323-658-6773 or email to humanresources@thesabanfreeclinic.org EOE.

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