



Company Overview: True Care is a licensed Home Care Agency providing outstanding homecare service in the New York Metropolitan area. Our passionate dedication to our clients sets True Care apart. We work with our clients individually to ensure their satisfaction and comfort with the paraprofessionals caring for them. It is our mission to continue to raise the standard of homecare services. We are committed to providing the highest level of care by maintaining excellence in staff, procedures, and responsiveness. The True Care team is Healthcare professionals who are committed to helping our patients and caregivers experience the most excellent care.

Looking for Intake Coordinator in Flushing office

Responsibilities

- Responsibilities include, excellent communication skills to be able to work with multiple insurance representatives, attention to detail, effectively handle a high call volume, ensure patients are informed of every step of their enrollment process for homecare services
- Receive referrals from referral sources
- Verify patient's insurance to determine eligibility
- Educate patients on services we provide & the process of enrollment
- Send referral to MLTCs for potential enrollment or Medicaid assistance
- Send referral to appropriate CHHA for skilled services
- Determine what services were approved by insurance
- Ensure Agency receives authorization for MLTC cases and provide case specifics to Agency's HHA Coordination Department

Qualification

- The candidate for this position will have a High School Diploma/GED.
- Fulltime position. M-F 9-5
- Bilingual (Chinese and English)

Salary range commensurate with experience-\$15-\$23 per hour