

**SCHOOL SISTERS OF NOTRE DAME  
CENTRAL PACIFIC PROVINCE  
Job Title: Coordinator of Government and Medical Programs**

**Date:** 7/29/2020

**Location:** St. Louis, MO

**Department:** Finance

**General Summary:**

The Coordinator of Government and Medical Programs serves as advocate for our Sisters with medical providers and governmental agencies which provide benefits for our Sisters. This includes coordinating the enrollment of Sisters in appropriate government programs; working with the Social Security Administration on behalf of the Sisters; and assist in the processing and payment of Sisters' medical bills.

**Essential Duties and Responsibilities:**

1. Serve as a representative for our Sisters with insurance providers.
  - a. Coordinate enrollments, changes and terminations.
  - b. Facilitate communications concerning insurance providers with the Sisters who have individual policies.
2. Maintain a high level of expertise on relevant government benefit programs.
  - a. Research and explore Medicare D Prescription Options annually.
  - b. Review monthly Medicare D EOB's and pharmacy invoices for opportunities to reduce copays by improving a Sister's plan or changing pharmacies.
  - c. Maintain a high level of expertise on relevant government benefit programs, including changes.
  - d. Research all possible avenues of government reimbursement for covered services.
  - e. Provide regular reports of program status and other relevant parties.
3. Coordinate the administration of government and entitlement benefits for the School Sisters of Notre Dame.
  - a. Determine Sisters eligibility for benefits for Sisters within your designated service area. If a Sister isn't eligible for a program due to income and/or asset limits, continue to monitor her income/assets in coordination with the Finance Office so the Sister can be enrolled if her financial situation changes.
  - b. Assists the Sisters with the benefit application and filing, ensures proper authorization is given by Sister to act on her behalf.
  - c. Share necessary information with each Sister.
  - d. Coordinate with Sisters to make changes required by a Sister's move.
4. Research, verify and approve for payment all large medical bills incurred by Sisters
  - a. Review bills for proper insurance payment and compare to the online Medicare Summary Notice if necessary.
  - b. Resolve billing and payment problems.
  - c. Respond promptly and helpfully to any Sister's concerns or questions.
5. Supervise the maintenance of an accurate and current filing system for all relevant documentation. Principle storage through the electronic document filing.
6. Database coordination
  - a. Update information in the database for area Sisters based on the Community and Ministry forms distributed by the Council.
  - b. Update the database for drivers' testing/licensing in coordination with the Province Transportation department.
  - c. Provide information and reporting to Finance other departments.

**Basic Qualifications:**

- Require 1 to 3 years of experience working in a medical billing office setting including the use of the skills listed below or aptitude to learn.
- Requires knowledge of government benefit programs available as a resource to School Sisters of Notre Dame.
- Ability to communicate effectively with various publics, including the elderly.
- Ability to maintain a high level of confidentiality.
- Must be able to plan, implement and work with minimal direct supervision.
- Ability to set and rearrange priorities.
- Ability to work accurately with detail.
- Competence in using Microsoft Office programs including Excel, Word.

**Job Type:** Full-time

**Benefit Eligible:** Health, Dental & Vision Insurance, Life Insurance, STD & LTD Benefits, 403(b) Retirement Benefits, Generous Paid-time-off Benefits and Holiday Pay

**If you are interested in this position please complete an application.**

**If you have any questions contact:**

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