



Exciting New Opportunity!

Enrollment & Eligibility Specialist

My Choice Family Care is a leading managed care organization serving nine Wisconsin counties. We are seeking an Enrollment & Eligibility Specialist to join our Care Management Team at the Milwaukee office.

The Enrollment & Eligibility Specialist is responsible for monitoring and ensuring Medicaid recertification compliance of our Case Management Units (CMUs). This individual will be assigned CMUs to maintain contact, answer CMUs questions and follow-up to meet recertification deadlines. In addition this individual will update the Medicaid/Medicare ID Missing report, complete the Member Obligation worksheets, monitor Forward Health and CARES for enrollments, disenrollments and recertification dates.

The Enrollment & Eligibility Specialist must demonstrate excellent customer service skills including strong written and verbal communication skills, maintain sensitive or confidential information, and possess knowledge of computer and software applications such as MS Word and Excel.

Position requirements include:

- * Graduation from High School or G.E.D equivalent, required.
- * 4 years of experience with Medicaid eligibility, CARES and Forward Health is preferred.
- * Experience in Family Care or a related managed care system is preferred.
- * Possession of an Associate or Bachelor's Degree in a health related field is plus.

Submit your resume and letter of interest to:

Alyssa Kimberlin
HR Manager

My Choice Family Care

Phone: 414-287-7624

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