



Enrollment Clerk

Posting Date: 1/09/2009

Department: Enrollment
Status: Full-time, w/benefits
Shift: Days, M-F

Position Description

Receives and processes Medicare enrollments. Verifies eligibility, processes changes and forwards membership data to appropriate parties.

Qualifications

Excellent written and verbal communication skills. Knowledge of Medicare Advantage enrollment systems strongly preferred. Thorough knowledge of computer software programs including MS Word, Excel, Access and Outlook.

2years experience in the healthcare industry, preferably in eligibility or enrollment. At least one year experience working in the healthcare industry. High school diploma or equivalent & some college required.

To apply or inquire about this position,
send an email to hr@gemcarehealthplan.com
or fax your resume to (661) 716-9180.

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