

GEORGIA VOLUNTEER HEALTH CARE PROGRAM ELIGIBILITY SPECIALIST JOB DESCRIPTION

POSITION TITLE: _____ Eligibility and Referral Specialist _____

TIME COMMITMENT: _____ As needed _____

DURATION OF JOB: _____ Indefinite _____

DUTIES:

- ◆ Screen patients
- ◆ Complete, maintain and file Patient Eligibility and Referral Form in the patient's medical record
- ◆ Ensure financial eligibility for the Department of Community Health (DCH)
- ◆ Provide HIPAA related forms to patients
- ◆ Explain sovereign immunity
- ◆ Protect patient's confidentiality and right to privacy
- ◆ Ensure referrals are completed properly with appropriate signatures and dates
- ◆ Participate in Quality Assurance Reviews and trainings conducted by DCH as required

QUALIFICATIONS:

- ◆ Read, write, and understand the English language
- ◆ Ability to understand and complete forms on behalf of DCH
- ◆ Possess the ability to relate to patients and their needs.

TRAINING

The Regional Volunteer Coordinator will provide training on the responsibilities and requirements of this position to include, but not limited to, the completion of required DCH forms. Refresher trainings may be required and training materials are also available to assist the volunteer Eligibility and Referral Specialist, as needed.

NOTICE TO VOLUNTEER

All information related to persons served by the DCH is to be held confidential in compliance with the Georgia Code or any applicable state or federal law. All information that should come to the attention and knowledge of a volunteer Eligibility and Referral Specialist is to be considered privileged and confidential and may not be disclosed to anyone other than authorized personnel. Failure to comply may result in criminal prosecution.

Volunteer Eligibility and Referral Specialists are considered state officers or employees for purposes of Article 2 of Chapter 21 of Title 50 of Georgia Code Annotated as long as they act within the scope of services defined pursuant to the job description. More specifically, governmental immunity shall only extend to the volunteer in the provision of being a support staff for health care providers and/or clinics contracted with the DCH. Notwithstanding the foregoing, applicable Georgia laws, rules and regulations directly or indirectly relating to state employment, worker's compensation, unemployment, collective bargaining, hours of work, rates of compensation, leave time, or employee benefits do not apply to the volunteer.