

# Medical Eligibility Specialist

## PANHANDLE

*Average Wage*

**\$13.23**

*Expected Average Annual Job Openings*

**7**

*Employment in*

2002	2012
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230	260
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## TEXAS

*Average Wage*

**\$14.92**

*Average Annual Job Openings*

**379**

*Employment in*

2002	2012
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16,130	17,315
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## UNITED STATES

*Employment in*

2002	2012
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266,000	276,000
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*Female* 68%

*Minority* 27%

## EMPLOYMENT CODES

*OES 53314 (evolving)*

*O\*NET 43-9041.02*

*Insurance Policy Processing Clerks*

## JOB DESCRIPTION

Determine applicant eligibility for health insurance, process data necessary for admission of new patients into health services, ensure proper coding for insurance billing, and handle inquiries from prospective applicants and patients.



## SKILLS AND APTITUDES NEEDED

- ◆ Good communication and customer service skills
- ◆ Familiar with computers, good typing skills
- ◆ Basic knowledge of anatomy
- ◆ Analytical and organizational abilities



This occupation is evolving from the insurance policy processing clerk. Medical Eligibility Specialists may be employed in hospitals, private medical cost management companies, insurance companies, or county and state welfare offices. Specialists must maintain a working knowledge of CPT and ICD-9 coding principles, governmental regulations, protocols and third party requirements regarding billing and billing documentation. They must assure that all services documented in a patient's chart are coded appropriately.

Specialists in a medical cost management company must be familiar with medical codes and terminology to determine eligibility for insurance benefits and reduce non-payments.

Specialists in an insurance company process applications for changes to, reinstatement of, and cancellation of insurance policies. They review applications to insure that all questions have been answered, compile data on policy changes, determine automatic reinstatement according to company policies, and verify accuracy of company records.

Specialists in a welfare office obtain, verify, and calculate income and resources to determine client financial eligibility for services such as Medicaid programs.

## PANHANDLE AREA PUBLIC TRAINING PROVIDERS

Training Provider	Direct Training	Related Training	Education Offering
Academy of Professional Careers Amarillo	√		Medical Assisting Program
Amarillo College Amarillo, Dumas, Hereford		√	Certificate of Completion (Medical Data Specialist)
		√	Certificate of Completion (Pharmacy Technology)

For information on public training providers outside of the Panhandle Area, please refer to the Resource Index.

### LICENSE/CERTIFICATION

Optional: American Academy of Professional Coders Certification

Optional: American Health Information Management Association Certification

### HIGHEST EMPLOYMENT LEVELS BY INDUSTRY

Insurance Agents/Brokers	59%
Fire/Marine Insurance Processing	22%
Life Insurance Processing	13%
Accident/Health Service Planning	4%

These employment levels are based on statistics derived from the Insurance Policy Processing industry. As an emerging occupation, Medical Eligibility Specialists will be primarily employed in industries related to medical cost management or medical insurance processing.

### FOR MORE INFORMATION

American Health Information Management Association (AHIMA), 233 N. Michigan Ave., Suite 2150, Chicago, IL 60601-5800, (312) 233-1100, <http://www.ahima.org>

CPT Coding Resource Center, College of American Pathologists, [http://www.cap.org/apps/docs/cpt\\_coding/cpt.html](http://www.cap.org/apps/docs/cpt_coding/cpt.html)

The National Alliance for Insurance Education and Research, 3630 North Hills Dr., Austin, TX 78731, (800)633-2165, <http://www.scic.com>

For additional website sources, please refer to the Resource Index.

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