

Chapter Health Insurance Chairman

Position Description

The chapter health insurance chairman keeps the members informed about the health insurance benefits and updates them on changes. The chairman will also assist members in seeking clarification of claim questions.

Duties

1. Keep informed about the changes and updates to benefit coverages, including Medicare, and make a report at each chapter meeting.
2. Answer questions of chapter members.
3. Refer members to a member of the Insurance Cadre when necessary.
4. Refer members to BCBSM when necessary (800.422.9146); Priority Health (800.446.5674); or HAP (800.801.1770).
5. Attend MARSP chapter chairman training sessions.
6. Maintain an up-to-date insurance handbook, including *VANGUARD* articles and *Best of Health* publications.
7. Arrange for health insurance speaker at a chapter meeting.

Characteristics of a Chapter Health Insurance Chairman

1. Be interested in helping people with complicated situations.
2. Possess good communication skills.
3. Be compassionate.
4. Be computer literate to retrieve and transmit information.