



Now hiring for the following position:

**Job Title: Insurance and Billing Coordinator/Administrator**

**Reports to: Director of Business Operations**

**Purpose:** A key role working as part of the administrative team and supports AGAPE's business activities. Role is primarily focused on Clinical Services and includes a variety of administrative tasks.

**Duties and Responsibilities:**

**Billing:** Maintain client accounts, data entry, ensuring timely and accurate filing of insurance claims, allocate payments, client support, trouble shooting, daily balancing, other duties as assigned

**Clinical Services Liaison:** Provide support to main office clinical personnel, build relationships and provide support to affiliate office personnel

**General:** Answer phones, client support, administrative team support

**Reporting:** Generate monthly counseling income reports, monthly insurance payment reports, monthly commission statements, monthly client statements, and others as needed

**Qualifications:**

Must be a competent professional with excellent communication and organizational skills; must be able to perform administrative duties with accuracy; must maintain confidentiality and integrity and comply with HIPAA guidelines at all times.

**Qualifications include:**

- BS/BA in Business Administration or relative field or equivalent training and work experience
- Medical Billing experience
- Knowledge of Counseling Psychology a plus
- Team player with leadership skills
- Analytical with problem-solving ability
- Proficient in MS Office

**Please forward resume with cover letter to Traci King, Director of Business Operations @ [tking@agapenahsville.org](mailto:tking@agapenahsville.org)**