

Insurance Billing Specialist

The Dearborn Pastoral Counseling Center has a unique, interesting, challenging, and rewarding volunteer position. We consider this an excellent opportunity for a volunteer who has experience with insurance billing and would like to contribute to a meaningful community cause. We estimate this activity will require between 5 to 10 hours per week. Activities include:

- Verifying insurance coverage for new clients using insurance companies on-line tools
- Faxing a document to our billing company informing them of an appointment
- Monitoring mail and insurance company electronic sites for payments
- Inform our billing company of payments received via fax
- Monitoring the timeliness of insurance company payments
- Inform our billing company of denied claims for them to follow up with the insurance company
- Using a spreadsheet to record client visits, new client admissions and case closings
- Managing insurance company requests, and answering insurance related questions for staff and clients.

Dearborn Pastoral Counseling Center is a 501 c-3 non-profit organization that has been providing faith-based mental health counseling since 1984. Additional information about our agency can be found on our website at www.dpcc.us

To apply send a resume and cover letter to dpcc11@att.net or by U.S. mail to Dearborn Pastoral Counseling Center, Attention: Bob Pattullo, President, Board of Directors, 24110 Cherry Hill Road, Dearborn, Michigan, 48124.