



AGAPE, a biblically-based organization, its services are designed to promote healthy families, children, and adults consistent with AGAPE's Statement of faith, is now hiring for the following position:

Position Title: Insurance and Billing Coordinator/Administrative Assistant

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: Assist Insurance/Billing Specialist in the following: 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, provide admin support to Director of Business Operations as needed

Reporting: Assist Insurance/Billing Specialist in the following: 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
- Successful candidates will be an active member of a local church and be willing to sign a statement of faith.

Benefits include salary, vacation, sick leave, health insurance, and retirement plan

**Please forward resume with cover letter to Traci Landon, Director of Business Operations
@ tking@agapenahsville.org**