

Part-time Insurance Coordinator, Youth & Family Counseling, Libertyville, IL.

Youth & Family Counseling (YFC), located in Libertyville, Illinois, is a non-profit social service agency offering affordable counseling, education and support services to people who live or work in Lake County.

YFC is seeking an Insurance Coordinator to help manage the agency's client account and reimbursement services. This is an hourly, part-time position (approximately 12 hours per week) reporting directly to YFC's Executive Director.

Responsibilities:

- Verify insurance benefits.
- Enter client and session information into practice management system as needed.
- Submit bills to clients and third-party payers.
- Review EOBs and monitor reimbursement activity from insurance companies and other third party payors to determine appropriate follow-up.
- Post charges, payments adjustments to client accounts.
- Prepare reports and statistics as requested.
- Assist with credentialing and contracting for providers with various insurance companies.

Qualifications:

- Knowledge of medical billing and insurance procedures.
- Ability to operate in a confidential and discreet manner.
- Detail oriented.
- Strong organizational and time management skills.
- Proficiency with Microsoft Office and databases.

Education and/or Experience:

- Associates Degree in bookkeeping, health information technology or related field preferred.

Resumes and cover letters may be sent via fax or e-mail to:

Janelle Miller Moravek

Executive Director

Youth & Family Counseling

1113 S. Milwaukee Ave. #104

Libertyville, IL 60048

Fax: 847-367-5997

E-mail: janelle.moravek@yfc-libertyville.com

(No phone calls please)