

NOTICE OF POSITION OPENING

JOB TITLE: Dental Billing and Insurance Clerk

HOURS M-F: Flexible up to 24 hours per week

SUPERVISOR: Dental Program Coordinator

SALARY Commensurate with Experience

PART TIME POSITION - REPLACEMENT

POSITION DUTIES/RESPONSIBILITIES: collect and maintain information on each dental patient, verify insurance and eligibility for all patients, handle patient billing and insurance, process insurance claims, submit pre-authorizations, and correspond with insurance companies.

REQUIRED EDUCATION, TECHNICAL TRAINING OR EQUIVALENT: High school diploma or equivalent.

REQUIRED EXPERIENCE OR SKILLS: exemplary customer service skills, dental office billing and collection practices, ability to prepare and maintain charts, records, logs, and reports. Spanish language skills preferred.

HOW TO APPLY: Send applications to vrochelle@wacofhc.org