

Position: Sioux Falls Psychological Services
Clinic Coordinator

Full or part time position, depending on candidate

Compensation: Based on experience

Reports to: Business Manager

Who We Are - Sioux Falls Psychological Services

Sioux Falls Psychological Services is a part of Sioux Falls Seminary. Our mission is to provide systems of theological education and integrative counseling that are accessible, affordable, relevant, and faithful. One of the ways we do this is by providing therapy services for individuals, families, couples, and groups, regardless of income level through Sioux Falls Psychological Services.

Since 1974, SFPS has served the region by offering a full range of therapy services. Our multidisciplinary group of mental health professionals are committed to meeting the relational, emotional, and spiritual needs of the individuals they serve. Through its Therapy and Assessment Clinic, Child & Adolescent Therapy Clinic, and Community Counseling Clinic, Sioux Falls Psychological Services is committed to meeting people where they are and offering hope to those they serve through meaningful relationship and quality therapy services.

Position Summary

Medical Billing, Accounts Receivables, Central Office Support, Insurance Claim Problem Solving.

Core Functions

- Accounts Receivables - Input, apply and adjust payments in MDConnection. Review and mail invoice statements to clients, and other bookkeeping, related to accounts.
- Medical Billing – Bill claims to different insurance plans for approximately 19 Therapists
- Claim problem solving – Follow up contact and research required for claim payments
- Other billing – Bill for non-insurance paid sessions, send monthly statements
- Central Office Support – Interact with clients both in person and over the phone. Assist with scheduling, checking in clients, and taking payments. Enter client data and scan documents into system.

Skills and Experience

- Confidentiality (required by law, but more importantly as a primary way of caring for clients)
- Attention to detail
- Professional, polite, and responsive to requests from therapists, central office coworkers, and clients.
- Desire for and value of learning and development
- Ease of use related to technology and software including but not limited to: MDConnection, Excel spreadsheets, Word processing, and Gmail
- Appreciation for working as part of a diverse team of therapists, master's students, and office staff
- Excellent communication skills. Fluency in English required; fluency in other languages is valued

Education and Experience

- Associates degree in a business subject preferred
- Experience in medical and insurance billing