



Job Title: Part-time Claims Processor & Receptionist

Location: New Leaf Resources – Lansing, IL

Hours/week: 16 (Wednesday and Friday, 9-5)

Salary: \$11-14/hr – depending on experience

General Overview:

- Verify mental health insurance benefits for clients
- Reviewing and preparing claims for electronic and hard copy billing submission
- Identifying and correcting billing errors and resubmitting claims to insurance carriers
- Providing review and remittance advice for payment errors, denials, and under payments
- Acting cooperatively and courteously with patients, and co-workers
- Support the front desk as needed, answering calls appropriately and assisting clients

Preferred Qualifications:

- High School Diploma
- Minimum of 1 year of experience in insurance claims processing
- Ability to take direction and navigate through multiple systems simultaneously
- Knowledge of administrative and clerical procedures and systems such as word processing and managing files and records
- Ability to solve problems
- Knowledge of operating systems specific to claim processing

Send a cover letter and resume to info@newleafresources.org.

No phone calls please.