



Elemental Intuition

Integrated Therapy Services

Medical Biller Job Description

Position Overview:

The Medical Biller will work approximately 10-15 hours, with the possibility of more hours as our practice grows. The Medical Biller will perform insurance eligibility verification, insurance claim submission, copay/deductible billing, and client support around billing issues. We need at least two hours of work per day, Monday-Friday, with one hour being during standard business hours. While the Biller will primarily only work with the company owner and occasional client work, we are currently looking for a Biller who is committed to anti-racist, social justice-minded values.

About Elemental Intuition:

Here at Elemental Intuition, we believe in creating the best atmosphere for our clients and employees and giving back to our community. Our mission is to help members of our communities reconnect with the truly important things and thrive, both in their own lives and relationships. We strive to make wellness a down-to-earth practice. Our vision is to eliminate mental health stigma by creating awareness of, appreciation for, and acceptance of mental health and self-care. We are a growing, fun, dynamic, and collaborative team that values working together to improve the health and wellness of our communities across Massachusetts and Rhode Island.

Our Values:

Elemental Intuition lives by values that guide who we are as a team and how we present to our communities. We hire staff who bring these values to life.

Creating strong relationships: Building strong, meaningful relationships is a basic need for all of us. We value building relationships within our community and

helping our clients do the same. It's also a hallmark of our business to promote strong, lasting bonds within our team and to work collaboratively both in the office and out in the community.

Serving the community: Part of our mission is to contribute to promoting wellness within the community through community involvement, speaking engagements, and financial contributions. It is our goal to reach more people and provide psychoeducational services to students, teachers + administration, and businesses through regular outreach in the community. We only take insurance clients to enhance equity to clients and employees, with many MassHealth plans.

Invest in quality: We're committed to providing the best atmosphere for our clients and our team, even in a telehealth practice. Our program offers a collaborative environment for our team and some wrap-around services for our clients. We promote continued education and licensure reimbursements for our Clinicians so clients can feel safe knowing their therapist is always growing in their skill.

Promoting inclusion: We promote hiring staff of varying backgrounds, beliefs, and specialties to better serve our clients' diverse and unique experiences. Our office must also promote a foundation of diversity, equity, and inclusivity in its culture and practice.

Duties/Responsibilities:

- Check insurance benefits for new and established clients.
- Daily claims submission.
- Run client cards for copays and deductibles.
- Support the Management Team in sending and rectifying claims.
- Other duties may be assigned.

Qualifications and Skills:

- Align with Elemental Intuition's mission, vision, and values.
- High School Diploma or equivalent.
- Prior experience with medical billing is strongly preferred.
- Experience navigating Electronic Health Records.
- Punctual in reporting to work.
- Organized and detail-oriented.
- A team player.
- Able to work independently on tasks assigned.
- Strong written and verbal communication skills and strong interpersonal skills.
- A passion for working with others (being collaborative) and helping our team members grow and learn.

This position reports to Lindsay Boudreau, LICSW, our Practice Owner and/or Clinical Director.

This position is **not** right for you if you:

- Don't feel passionate about our mission, vision, and values.
- Are not a team player or prefer not to work collaboratively.
- Are unable or unwilling to work at least 1 hour during regular business hours
- Want to work in person.
- Do not have strong computer/EHR skills.
- Are disorganized.
- Have difficulty communicating and diffusing client issues.
- Need frequent direction.

This position is **perfect** for you if you're:

- Aligned with Elemental Intuition's mission, vision, and values.
- Anti-racist, LGBTQQIA+ affirming, and social justice-oriented.
- Creative, engaged in doing good work, and excited about furthering our mission.
- Able to take direct and constructive feedback and run with it.
- Love working from home!

Benefits:

Pay is \$25-30 per hour, based on experience.

As a part-time employee, you are eligible for the following benefits:

- Paid vacation.
- Paid sick time.
- Paid holidays.
- 401 (k) with up to a 5% match.

*Note: paid leave is prorated based on your FTE.

Application instructions:

For consideration, please email your cover letter and resume to the Practice Owner, Lindsay Boudreau, LICSW, at lboudreau@elementalintuition.com