

Position Title: Billing Department Volunteer

Reports to: Kimberly Camp, Director of Finance and David Crigger, Billing Specialist

Overview of the position: Work closely with either the Center Billing Specialist to assist in processing medical claims or with our Finance Director to help with special projects.

Specific Responsibilities:

- Filing.
- Data Entry.
- Copying materials.
- Faxing medical claims.
- Reconciliation projects.
- Special projects as assigned.

Time Commitment: Interested parties volunteers must volunteer once a week to two –three hours (flexible). A minimum commitment of three (3) months is preferred. Please note this is an in-Center volunteer opportunity; hours are Monday-Friday, 8 am to 5 pm.

Qualifications:

***Age requirements:** Must be at least 21 years of age.

***Skills/education:** Basic bookkeeping knowledge (how to reconcile a bank statement, etc.), strong attention to detail, proficient data entry skills, reconciliation experience and familiar with Medisoft and Quickbooks software.

***Experience:** Accounting or billing experience is preferred.

***Training and screening required:** Interview with Director of Finance, Orientation (including the HIPAA training) and then a meeting with Director of Finance and Billing Specialist to learn specifics.

Benefits to the Volunteer:

Assist the Center's Finance department, gain medical billing and finance experience and help the Center fulfill its mission.

I have read the above position description and understand the responsibilities and commitment of the volunteer position. I agree to perform them to the best of my ability.

Volunteer Name: _____ Date: _____

Volunteer Manager: _____ Date: _____