



Job Title: Credentialing & Administrative Assistant

Type: part-time, 1099 contract

- **Flexible hours:** minimum of 10 hours, maximum 20 hours per week. This is temporary, and we are looking for someone who is willing to grow together with the company.
- **Flexible location:** most work can be done remotely in the first few months. Otherwise, location requirement is in our North Dallas office.

Salary: \$10-15 per hour, plus additional and defined bonus opportunities. Structured raises outlined with company growth. **Please do not apply for this position if you are expecting a higher rate of pay.**

About the company: Pure Counseling PLLC is a mental health and medical rehabilitation counseling company in Dallas, Texas. We are a small, minority owned business and a strict drug-free work place. You can learn more about the company at www.PureCounseling.com.

Job Description: There are 3 principal areas this position will cover: credentialing, administrative, and marketing. This position is unique in that there is a base salary (\$10-15 per hour) for the traditional credentialing and administrative duties, plus structured bonus opportunities if specific marketing goals are met. **This position will require someone to effectively communicate with patients, insurance companies, referring physicians, marketing and media outlets, and other vendors.**

Duties include, but are not limited to:

- Apply/appeal to insurance companies
- answering phones and replying to emails
- scheduling appointments
- insurance verification and collecting payment
- data entry and filing paperwork
- compiling reports
- copying and faxing
- follow up with online (social media)
- assisting with marketing efforts
- any office or business management efforts

Description of the person we are looking for: Personable attitude, outgoing personality, positive and warm, enjoys helping people, self-starter who is not afraid of taking initiative but knows when to seek guidance, customer service oriented, great at multi-tasking and prioritizing, accepts responsibility and appreciates accountability, attention to detail, organized and time efficient, understands appropriate patient interaction, logic and problem solving skills, committed, dependable, punctual, respectful, consistent, professional appearance, a strong work ethic, desire for professional growth and learning opportunities, superb writing skills, sales mentality, and business maturity.



We will train the right person, but we still have the following requirements:

- Demonstrated consecutive work experience
- Minimum of 3 years of professional office experience (any capacity)
- Basic computer skills
- Associates Degree or higher
- U.S. Citizen or current Green Card holder without sponsorship requirements
- Reliable vehicle for your own transportation
- No criminal record; this position has access to confidential health and financial information

Highly desired experience:

- Credentialing (candidates with credentialing experience will be given preference)
- Small office management
- Mental health (outpatient or inpatient)
- medical receptionist
- administrative assistant
- Working knowledge of HIPPA

Other desired skills:

- social media
- Marketing and sales
- CPR and Basic Life Support certification

If you match the information above, you could be a great match for our company! **Attention to detail is required with this position, so please follow all directions!** Please email Sarah Lorenz (sarah@purecounseling.com) a resume, and a cover letter explaining HOW you are a match! Include WHY you want to work here for the short term, and how this position could help your long-term goals. What are you looking for in your ideal employment opportunity? If you could add or subtract anything from this job description, WHAT would you change and WHY?

Only those who qualify and followed application directions outlined in this job opportunity will be considered and contacted directly for panel and individual interviews.