



Neighborhood Health – Dental Financial Counselor  
Full-time, 40 Hours

At Neighborhood Health, we're passionate about our mission to provide a kind and caring premiere workforce. Our team-based approach to comprehensive patient care creates a challenging and rewarding work environment where you have a direct role in helping members of our community receive quality medical services they can afford. And that's something you can feel good about.

As a member of our growing team, you will feel at home in a fun and diverse community of healthcare professionals. Our goal is simple: improving access to healthcare in our community and surrounding areas. Neighborhood Health is looking to add a Dental Financial Counselor to our team. Together, we are all committed to building healthier communities by delivering comprehensive, quality health care with compassion and respect.

As Dental Financial Counselor, you will:

- ✓ Perform insurance verification process on all third-party payers for applicable patients.
- ✓ Obtain initial and subsequent pre-authorizations for services and surgeries.
- ✓ Reverify benefits and obtain authorization and/or referral after treatment plan has been discussed, prior to initiation of treatment. Ensure appropriate signatures are obtained on all necessary forms.
- ✓ Perform financial counseling with all applicable patients prior to treatment, which includes patient financial obligations, billing practices and establishing payment arrangements.
- ✓ Record and maintains complete documentation of activities performed on account while in-house.

Requirements:

- One year of experience in billing or medical/dental office, knowledge of dental terminology, knowledge of guidelines and requirements for eligibility, coverage, and benefit claim practices.

Education Requirements:

- High School Diploma or GED

This position is full-time with benefits. We offer competitive pay, health, dental, vision, critical illness & accident insurance, 403(b) retirement plan, PTO, and paid holidays.

Interested? Send a resume along with cover letter to NHC Human Resources Department by email to: [hrdept@nhci.org](mailto:hrdept@nhci.org). You may also fax your information to 260-969-2911.

Neighborhood Health is an Equal Opportunity Employer. Neighborhood Health does not exclude people or treat them differently for any aspect of the organization because of race, color, national origin, age, disability (physical or mental), or sex (including sexual orientation).

If you are a qualified individual with a disability or a disabled veteran, you may request a reasonable accommodation if you are unable or limited in your ability to access job openings or apply for a job on this site as a result of your disability. You can request reasonable accommodations by contacting Human Resources at [hrdept@nhci.org](mailto:hrdept@nhci.org)