



Grand Valley Equine Assisted Learning Center

Insurance Coordinator

Job Description

This position is on a volunteer basis at this time. Grand Valley Equine Assisted Learning Center is a non-profit equine facility that is based on a three-pronged approach; all types of therapies utilizing horses will be offered, educational programming associating horses will be offered, and research supporting the relevance of this work will be conducted. There are several types of therapy that utilizes horses, some of those allow for the billing of insurance for clients. The Insurance Coordinator position will be focused on building service agreements and partnerships with insurance carriers so GVEALC can accept working with clients utilizing their insurance plans to afford costs associated with care. The candidate will also be responsible for all aspects of billing plans for each qualified client session, including invoicing, and following up to ensure of payment. Below please find the responsibilities expected of the successful candidate:

- Create working relationships with insurance carriers such as Medicaid, Rocky Mountain HMO, ect. so that GVEALC can see clients with these carriers and bill for their services.
- Work closely with the GVEALC Therapists that able to bill for services and GVEALC Co-Founders in order to determine reimbursement schedules and amounts for each carrier that a service agreement has been entered into with.
- Work closely with GVEALC Secretary/Treasurer to create invoices for each appropriate client session that will be billing insurance for services.
- Submit client billings and invoices within 2 days of services rendered if not done at the time of services.
- Follow-up with all carriers on all billings to ensure payments are received in a timely manner.
- Work with GVEALC Secretary/Treasurer to ensure timely agreed upon payments to each Therapist and supporting staff.
- Conduct an internal audit once a year with GVEALC Secretary/Treasurer and GVEALC Co-Founders. An annual report, including the findings of the internal audit, will be prepared and presented to the GVEALC Board of Directors.
- This position reports to GVEALC Co-Founders.