

Position Advertisement
Reimbursement Specialist – Full Time

Goochland Powhatan Community Services is seeking a Full Time Reimbursement Specialist to join our team. Benefits of this position include paid leave, enrollment in Virginia Retirement System, and health/dental/vision insurance, with a free option for the employee.

This position is located in our Goochland administrative office. Primary responsibilities include verifying insurance coverage, contacting consumers to advise them of financial costs, and some collections.

The successful candidate for this position must possess a high school diploma, and experience with electronic health records, payment processing, and standard office software (including Microsoft programs). Knowledge of insurance eligibility verification and billing is a plus.

This position will require proficient computer skills, including EHR and Office365; excellent verbal and written communication skills; an ability to multi-task while handling interruptions; ability to coordinate with GPCS agency staff and clients; and the ability to relate well with all internal and external customers.

Successful candidate must pass a background check with an active and unrestricted license.

Salary range starts at \$40,000, based on experience. For a complete job description, application, and submission methods please visit our website at: www.gpcsb.org/employment or call 804-556-5400. Open Until Filled. EOE.