

Job Title	Administrative Assistant
Employer/ Agency	Me, Myself and Healing Counseling, PLLC
Job Description	Me, Myself and Healing Counseling is a behavioral health group practice that offers individual counseling, marriage/family counseling, and group counseling services. We are seeking a highly organized and detail-oriented Administrative Assistant to support the operations of our growing mental health group practice. This administrative role will be responsible for coordinating and scheduling team meetings, restocking/ordering office supplies, communicating with clinicians and team members, opening and closing offices, scheduling/rescheduling patient appointments, managing billing processes, and ensuring timely insurance submissions. Key Responsibilities: Team Coordination - Serve as the primary administrative liaison between clinicians, support staff, and patients. - Ensure smooth day-to-day operations through clear and timely communication with the healthcare team. - Monitor clinician availability and coordinate schedules to meet patient and team needs. Patient Scheduling - Manage the scheduling of new and returning patient appointments across providers. - Respond promptly to scheduling requests and reschedule appointments as needed. - Maintain and update electronic scheduling systems accurately. Billing & Insurance - Manage patient billing, including invoicing, payment tracking, and account reconciliation. - Submit insurance claims, follow up on denials, and ensure timely reimbursements. - Verify patient insurance benefits and eligibility prior to appointments. - Serve as a point of contact for billing-related inquiries from patients and insurance companies. The ideal candidate has excellent communication skills, a strong understanding of healthcare administration in working with insurance companies, and a commitment to delivering exceptional patient service
Qualifications	Requirements: - Prior experience in a healthcare, mental health, or medical office setting Preferred. - Proficiency in electronic health record (EHR) and practice management

	systems. - Knowledge of insurance billing procedures, including CPT and ICD-10 coding basics. - Strong organizational and multitasking skills. - Excellent verbal and written communication abilities. - Ability to maintain confidentiality and adhere to HIPAA regulations. - High school diploma or equivalent required; associate or bachelor's degree in healthcare administration or a related field is a plus
Salary/Hours	\$18/ hour Part-time (up to 25 hours/week)
Contact Person	Alexis Campbell
Email Address	info@memyselfandhealing.com
Application Method	Please email your resume to info@memyselfandhealing.com
Opening Date	Immediately

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