

Saint Louis Counseling

Client Intake Specialist

Guided by the teachings of Jesus Christ, Saint Louis Counseling supports healing and improved mental health for families and children of all backgrounds through professional counseling and psychiatric services.

Primary duties include:

Saint Louis Counseling is seeking a Full-time Client Intake Specialist. The Client Intake Specialist is responsible for creating a warm responsive interaction between our agency and clients. This position requires tact, sensitivity and professionalism with clients and families to guarantee their satisfaction and return. The Client Intake Specialist must be knowledgeable of internal processes and procedures to help the client schedule with the correct staff to assist them with their concerns. The intake specialist is the primary support for the clinical staff which involves both therapists and psychiatrists. This person provides and coordinates office services needed to operate an efficient office environment. The Client Intake Specialist has direct contact with our clients and patients.

Qualifications:

Answering telephone requests for service, information, crisis calls and direct calls to and from Saint Louis Counseling; Greet Clients at check in, effectively collect co pays at time of visit, plus any deductibles; Gather insurance information from clients, call and verify insurance coverage with the insurance company; Verifies completion of all client/patient paperwork and reviews BIAS form, consent form and HIPPA consent form for required signatures; Entry of all accurate client data and paperwork (verification) information into Medtech; Maintain accurate scheduling, referral, and authorization information in the Medtech Billing system; Assist in client/patient checkout and schedule follow up appointments.

To apply, please submit cover letter and resume to SaintLouisCounselingHR@ccstl.org, no phone calls please.

Or mail cover letter and resume to:

Human Resources
Saint Louis Counseling
9200 Watson Road, Ste. G-101
St Louis, MO 63126

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