



Dream Catcher Therapy Center, Inc.  
5814 Highway 348  
Olathe, Colorado, 81425  
EIN: 84 1488284

Executive Director: Kathy Hamm  
[info@dctc.org](mailto:info@dctc.org)  
Phone: (970)323-5400

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**Job Title:** Part-Time Medical Billing & Credentialing Specialist

**Organization:** Dream Catcher Therapy Center (<https://dctc.org/>)

**Location:** Olathe, CO

**Hours:** Monday - Friday, 9a - 1p

**Job Type:** Part-time (20 hours/week)

**Compensation:** \$25/hour

### **About Dream Catcher Therapy Center:**

Dream Catcher Therapy Center is a not-for-profit, full-service Mental Health clinic that has been serving our community for more than 25 years. DCTC provides equine-assisted therapy and other therapeutic services to individuals of all ages, helping them overcome physical, emotional, and developmental challenges in a supportive environment. Learn more at [dctc.org](https://dctc.org/).

### **Position Summary**

Dream Catcher Therapy Center is seeking a meticulous and organized Billing & Credentialing Specialist to manage the full revenue cycle and provider enrollment processes. This role is critical to ensuring our clinicians can provide care to the Olathe community, specifically our neurodiverse, trauma-impacted, and senior populations. You will be responsible for the accurate submission of claims, following up on denials, and ensuring all new contract clinicians are properly credentialed with Medicaid and PACE.

### **Key Responsibilities**

#### 1. Revenue Cycle Management (Billing)

- Submit electronic claims for Medicare, Medicaid, and PACE (Senior Care) programs.
- Monitor claim status and aggressively pursue denials or underpayments.
- Verify insurance eligibility and patient financial responsibility prior to appointments; ensure all copays and PACE "share of cost" requirements are documented and communicated to clinicians.
- Manage the end-to-end collection of patient-led payments, including maintaining "Card on File" systems and following up on outstanding personal balances.
- Post payments and reconcile accounts receivable to ensure the clinic's financial health.

#### 2. Provider Credentialing

- Lead the enrollment process for new Contract Clinicians into all panels.
- Maintain and update provider files in CAQH and other relevant databases.



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- Track licensure expiration dates and ensure all clinicians remain in good standing for billing purposes.

### 3. Administrative Support & Compliance

- Collaborate with clinicians to ensure clinical documentation meets the rigorous standards required for Medicaid reimbursement.
- Provide monthly reports on billing health, outstanding aging reports, and projected revenue.
- Attend the bi-weekly staff meeting (first and third Wednesday of each month at 8:30 AM) to align with the clinical team on caseload management.
- Strictly maintain and honor the confidentiality of all clinic clients in accordance with HIPAA regulations and DCTC internal policies.

### Qualifications

- Experience: Minimum 2 years of experience in medical billing (Mental Health experience is highly preferred).
- Payer Expertise: Demonstrated knowledge of Medicare Part B (Mental Health), Colorado Medicaid, and PACE "share of cost" structures.
- Financial Accountability: Proven ability to accurately track and verify patient financial responsibility, ensuring all copays are identified, communicated to the clinical team, and collected in a timely manner.
- Credentialing Skills: Proven experience with CAQH and provider enrollment processes for both licensed and pre-licensed clinicians (LPCC, MFTC, etc.).
- Technical Proficiency: Experience with Electronic Health Record (EHR) systems and implementing "Card on File" or automated payment workflows.
- Communication: Ability to handle sensitive financial conversations with seniors and families with professional clarity and compassion.
- Confidentiality & Ethics: Understanding of HIPAA compliance; a track record of handling sensitive clinical and financial information with absolute discretion.

### The "DCTC" Fit

- You are comfortable working in a non-profit ranch environment.
- You have a "problem-solver" mindset—you don't just report a denied claim; you find out why and fix it.
- You are committed to the Western Slope community and the mission of specialized therapeutic care.



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### **How to Apply:**

Interested candidates should submit a resume and cover letter to [khamm@dctc.org](mailto:khamm@dctc.org).  
Applications will be reviewed on a rolling basis until the position is filled.

Dream Catcher Therapy Center is an equal-opportunity employer. We encourage candidates from all backgrounds to apply.