



Hope Healthcare medical office and laboratory are looking for a
MEDICAL OFFICE ADMINISTRATOR.

This full time position in a busy medical environment will have daily responsibilities of answering phones, scheduling appointments, organizing medical records, posting financial data, generating insurance claims, and preparing patients' billings. He/She will also be required to assist physicians, nurses, and laboratory technicians with report preparation and communications, and general administration for the office.

Prior work experience in the healthcare industry is preferred. Applicants should have knowledge of medical terminology and procedures, as well as local standards and practices.

This is a customer-facing position, and customer service is paramount (oral and written). Additionally, applicants should have a working knowledge of spreadsheets, word processing software and accounting programs. Knowledge of Soapware and MediSoft is a plus.

A Bachelor's Degree is preferred, but applicants with considerable relevant experience will also be considered.

Please send your resumes via e-mail to: hhealth.office@gmail.com.
References will be required.

Closing Date: June 13, 2014