

Doctor's Office is seeking an ACCOUNTS / CLAIMS ADMINISTRATOR

*Successful candidates should have expert knowledge of Medisoft and be proficient in Microsoft Word & Excel.

Duties include all areas of claims processing such as:

- Generating & sending out insurance claims
- Reconciling EOBs to patient records
- Billing for overdue accounts
- Communicating with patients regarding overdue accounts.

This is the perfect position for a consultant or individual requiring minimum supervision.

Please forward resume with references to: bermudaderm@gmail.com

****Only successful candidates will be contacted for interviews.***