



## BERMUDA MEDICAL SPECIALTIES GROUP

“Reid Hall”, 3 Reid St., Hamilton HM11

Tel: 441-541-2674

In preparation of the opening of our new location, Bermuda Medical Specialties Group, Ltd is seeking to fill the following positions:

**PRACTICE MANAGER** – The Practice Manager is responsible for directing, supervising and coordinating multi-site practice operations and the functions including, but not limited to, scheduling, registration, equipment and facility maintenance, patient satisfaction, and purchasing. The Practice Manager will manage daily operations at the clinic sites and coordinate work activities and schedules to maximize the clinics’ potential. This role will administer clinic policies and procedures in a consistent and timely manner. The incumbent supervises clinical and clerical team members and evaluates performance. Applicants should have three years of experience supported by a Bachelor’s degree preferably in a healthcare or business field or be qualified by progressive experience in practice management

**PRACTICE ADMINISTRATOR** – We require a highly motivated and enthusiastic individual with strong administrative skills. The selected candidate will assist the Practice Manager with the efficient, effective, and safe administration of BMSG to ensure successful smooth running practice operations. Duties will include but will not be limited to:

- Submitting all insurance claims and their reconciliation
- Assisting with billing activities, accounts receivables, accounts payables, and account reconciliations
- Ordering, stocking, and maintaining adequate inventories of all medical and office supplies
- Providing reception and customer service support

The successful candidate must be a fast learner and quick thinker. Additionally, he/she must be able to effectively multi-task and meet deadlines, Proficiency with Microsoft Office Suite is essential. Applicants should have a minimum of two years experience in a healthcare organization and should be experienced in medical billing and insurance claims processing. This role requires a “hands-on” approach, and a “will-do” attitude.

### REQUIREMENTS FOR ALL POSITIONS:

- Experience with medical coding (ICD-9, ICD-10 & CPT) preferred
- Has a high level of computer literacy. Previous experience with an electronic medical records system will be beneficial
- Ability to work a flexible schedule that will include early mornings, evenings, and weekends.

All interested applicants should apply on line at <https://bermudamedical.bamboohr.com/jobs>.

For queries, email [hr@bermudamedical.com](mailto:hr@bermudamedical.com).

Closing date: June 19, 2019