



On behalf of our client

HAMILTON MEDICAL CENTER

we are seeking an experienced Medical Administrator/Office Manager

This is a very busy medical practice, which requires an individual who can work under considerable pressure with accuracy and efficiency.

Qualifications:

- Have a degree in healthcare administration;
- A minimum of five years proven experience in a medical practice or medical clinic environment managing the practice and staff including staff performance and training;
- Have excellent client relationship skills with proven ability to deal with diverse client base locally and overseas;
- Working knowledge of medical terminology;
- Formal training and certification in CPT patient coding and medical billing;
- Experience in accounting procedures related to a medical practice.

Duties include but not limited to:

- Greeting patients with professionalism, book clients, scheduling, prepare reports and other related correspondence, maintain a client database including hard files and receive payments;
- Booking referral appointments with other medical offices, hospitals and laboratories;
- Processing and editing insurance claims;
- Monitoring and ordering of supplies;
- Sterilization of medical equipment;
- Staff supervision.

Office hours are 6:45am to 5:30pm, Monday to Friday with occasional weekend work.

Please send a resume and a minimum of two (2) employment letters of reference marked Private and Confidential to: **Heidi Capuano, SOS Limited, P.O. Box HM 1721, Hamilton, HMGX, Tel: 441 295-1585, Fax: 441 295-1495 or email: heidi@capcarsos.com**

Closing Date: 5 August 11