

Oakland Psychiatry

Physical & Rehabilitation Medicine, Pontiac, MI
Fax-248-858-3929 FAX RESUME ATTN: JOANIE

Job description

We are a busy three physician office looking for a skilled Medical Office Coordinator to undertake a variety of day-to-day office and clerical tasks. You will be an integral part in ensuring that our office operations run smoothly and are successful in supporting other business activities. An excellent office coordinator is, above all, an organized and competent professional with phenomenal communication skills. You will be comfortable dealing with people and able to carry out administrative duties with accuracy and speed. The goal is to ensure that office operations are efficient and add maximum value to the organization.

Responsibilities to include but not limited to--

- Follow office workflow procedures to ensure maximum efficiency
- Support other staff when needed
- Perform basic bookkeeping activities and update the accounting system
- Deal with patient complaints or issues
- Monitor office supplies inventory and place orders
- Familiar with CAQH, PECOS, CHAMPS, AVAILITY, AIM, EVICORE, MAPS, WEB DENNIS, NPPR, C-SNAP, ICD-10
- Updating- Malpractice/ Licensure, insurance credentialing, CAQH
- Some billing/coding, verifying insurances, copays, deductibles, posting payments, aging report, weekly check deposit, chart preparation
- Processing mail and emails

Skills

- Proven experience as office coordinator or in a similar role
- Knowledge of basic bookkeeping principles and office management systems and procedures
- Outstanding knowledge of MS Office, "back-office" and accounting software
- Working knowledge of office equipment (e.g. fax, scanner)
- Excellent communication and interpersonal skills
- Organized with the ability to prioritize and multi-task
- Reliable with patience and professionalism

Schedule

- Monday to Friday 8:00-4:00 NO WEEKENDS OR HOLIDAYS

Benefits

- Paid time off
- 401(k)