

Company: Prosthetic & Orthotic Solutions, LLC.

Job Title: Administrative Assistant/ Billing Specialist

Job Description: Full Time position for a private practice in the West Springfield office. The Administrative Assistant communicates with a variety of individuals in a manner that enhances the reputation of the office and strengthens its relationships, manages patient charts, and provides general administrative and operational support. All our Administrative support staff also assist with medical billing and coding.

Must be able to work in a fast-paced environment and be able to multi-task. Duties include, but are not limited to: answering phones, patient registration, appointment scheduling, check in and check out, collecting patient copays, eligibility verification, prior authorization requests, claims submission and some accounts receivable.

We offer a superior environment, competitive salary based on experience, and a benefits package including retirement options, health insurance, and paid time off.

Position: Full Time

Schedule: Monday-Friday 8:30am-5:00pm

Minimum Requirements:

- High school diploma or equivalent required.
- Good interpersonal skills required.
- The ability to send correspondence in a clear and efficient manner.
- Strong Computer skills required including experience with Microsoft word and excel and outlook.
- Experience with medical terminology and medical documentation/records.
- Two (2) to three (3) years administrative and in-person customer service experience required, preferably in a healthcare setting

Preferred Experience:

- Experience working for a DME/OP provider in an Administrative roll.
- Medical billing and coding experience or Associates or Certificate in Medical Coding and Billing.
- Medical records experience or health information experience or Associates or Certificate in records experience or health information.
- The ability to speak Spanish is also preferred but not required.