



Experts in Orthopedic Care

BUSINESS OFFICE SUPPORT

POSITION SUMMARY
Perform daily tasks related to the operations of the business office at the direction of the management, typically related to Auto and W/C claims, refunds and the daily mail, or other tasks as needed by management.
ESSENTIAL FUNCTIONS
<ul style="list-style-type: none">• Work daily claim inflow for auto and W/C claims that require an attachment.• Work with Analyst to assist in refund process.• Work daily mail to identify the claim number and upload the mail to Athena.• Perform other tasks and assume other responsibilities associated with this position as deemed appropriate by management.
GENERAL COMPETENCIES DESIRED
<ul style="list-style-type: none">• Knowledge of insurance terminology• Ability to maintain confidentiality of provider, personnel and patient information• Detail-oriented paying close attention to accuracy• Ability to work independently and as a team member• Strong interpersonal skills• Excellent oral and written communication skills, including the ability to read, analyze and problem solve within the scope of training• The ability to relate to people at all levels of the organization• Strong PC skills required to include all Microsoft applications, practice management systems and electronic health records
PHYSICAL DEMANDS
Requires sitting for long periods of time. Working in office environment. Some bending and stretching required. Requires eye-hand coordination and manual dexterity sufficient to operate a keyboard, photocopier, scanner, telephone, calculator and other office equipment. Requires normal range of hearing and eye sight. Requires the ability to work under stressful conditions and/or irregular hours to meet deadlines.
CREDENTIALS DESIRED
Must have a high school diploma or equivalent education. Prior office experience preferred, but not required.