

BODYWORKS OPPORTUNITY

Position:

Full time 40 hour per week Medical Billing/Administrative Position at our Beckley location.

Hours:

Monday/Wednesday 8:45am-6pm, Tuesday/Thursday 8:45am-5pm, Friday 8:45am-4:30pm.

Requirements:

Dependability, Prompt attendance, Professionalism, Self-motivation, Self-direction, Willingness to be part of a team, Basic computer skills and Medical Office organization skills. Experience or willingness to learn and be proficient in Medisoft Clinical and Office Hours programs.

Duties:

Posting charges and payments into medical billing program. Assisting with insurance verifications and denials, working accounts receivable, patient statements, telephone account inquiries and reception coverage during breaks and absences.

Confidential inquires and expressions of interest can be made in writing to:

BODYWORKS
Health Fitness Rehabilitation
Attn: Human Resources
9 Yellow Wood Way
Beckley, WV 25801-7126
Email debbies07@bodyworkshfr.com