MEDICAL BILLER

The Biller is responsible for communicating with patients about the Vein Treatment Center's financial policy, obtaining patient insurance information, procedure authorization, communicating with insurance companies and patients, working denied claims verbally and in writing, generating financial reports, and assisting the Office Manager when asked.

*Part-time to Full-time*

MEDICAL FRONT DESK RECEPTIONIST

Experienced Front Desk Medical Receptionist needed for high-end cosmetic practice on the Upper East Side of Manhattan. Personable, polished and detail oriented individual who has 1+ years experience as a medical receptionist.

Responsible for greeting patients, checking patients in/out, schedule appointments, preparing charts, answering patient questions, recording services in the billing software, accepting and processing payment, maintaining a neat and clean environment (including the waiting areas), answering incoming calls, restocking and accepting deliveries.

*Part-time to Full-time*