



## **Job Posting: Medical Administrative Assistant**

### Company Description

Intelli-Heart Services is an innovative medical device company looking for dedicated individuals to join our growing team! We are looking for motivated professionals to fill various administrative positions in our Accounting/Billing Department ranging from Accounting Clerks to Medical Billing Specialists. This is a great opportunity for someone looking for an entry-level position in the healthcare industry. This is an Entry-Level position with the opportunity for quick growth within a growing company. We are willing to train the right individual with the right attitude!

### General Job Duties

As a part of the Administrative Team, you will play an integral part in our growth and success as a company. You will support the administrative staff in a wide variety of roles ranging from billing, collections, accounting, prior authorization, etc. General job duties include:

- Handling incoming calls from facilities, patients, reps
- Entering data into various databases
- Verifying insurance and benefits
- Interfacing with insurance companies
- Tracking payments
- Assisting with monthly, quarterly, and yearly audits
- Working both autonomously as well as in a team environment
- Supporting management with any tasks or projects at hand

### Qualifications

- BA/BS from accredited University
- Knowledge of Microsoft Office (especially Word, Excel, and Access)
- Excellent customer service skills
- Demonstrates a positive attitude
- Highly attentive to detail
- Well organized
- Demonstrates a self-driven attitude
- Elevated writing and communication skills
- Trouble shooting and critical thinking skills
- Able to multi-task in a fast paced environment under minimal supervision

If you are interested in applying to this position, please send your resume to [hpeckos@intelli-heart.com](mailto:hpeckos@intelli-heart.com). For more information about our company, please visit our website at [www.intelli-heart.com](http://www.intelli-heart.com).