

WE ARE HIRING



MEDICAL BUSINESS OFFICE PART-TIME

SEARCH CRITERIA

- Experience with medical billing, coding & insurance claims
- Knowledge of CPT, ICD-10, HCPCS codes
- Computer, interpersonal, & organizational skills, (eClinicalWorks a plus)
- Flexible to help out with Front Desk office when needed
- Good attitude, Professional demeanor

JOB DESCRIPTION

Medical office seeking qualified applicant with at least 1-2 years of recent experience in medical billing, coding and insurance claims for a Family and Internal medicine practice. Help with other duties such as medical records, collections, and front desk. Must have knowledge of CPT, ICD-10, HCPCS codes and medical terminology.

Computer, interpersonal and organizational skills, eClinicalWorks a plus. Flexible part time 24-30 hours a week within office hours of 8am-5pm Monday-Friday. Competitive Salary based on experience.

ABOUT THE COMPANY

Eatonton Medical & Surgical Center is a busy family and internal medicine practice in Eatonton owned and operated by Dr. Ajay Kumar who has been practicing general medicine for over 35 years. He is joined by cardiologist Dr. Joseph DeJunco who has been practicing Cardiology for over 30 years, as well as certified family nurse practitioner Jessica Bache. Eatonton Medical staff include a team of dedicated and professional nurses, office staff, and an busy, efficient business office. Eatonton Medical and Surgical is a family of professionals dedicated to providing individualized and outstanding quality of care to the local Eatonton community and surrounding areas.

MORE INFORMATION

 706-484-8495  www.EatontonMedical.com