



Full Time Office Co-ordinator

Based in Harrow

9am till 5pm, Monday to Friday

£16,000- £17.500 per annum (dependent on experience)

MediAccounts Ltd – Medical Billing and Collection

Bringing a modern twist and a fresh approach to the medical billing industry, MediAccounts burst onto the scene over 3 years ago and has since cemented itself as top player within the industry. This is your opportunity to join a young and dynamic business looking after the medical billing needs of Harley Street and West End Surgeons, Anaesthetists and Consultants, over a wide range of specialities.

We are looking for an articulate and self-motivated individual to join a team of 11 and grow with us.

Duties include:

- Monitor and track all incoming clinic information into the central email
- Print, log, and distribute all clinic registration forms to be entered into the medical billing software
- Liaise with the inputting team to ensure the billing process works smoothly
- Liaise with the credit control team to ensure reconciliation of payments
- Answer phone call queries and take credit card payments over the phone
- Liaise with patients, doctors and medical secretaries regarding payments
- General day to day office duties including stationary ordering, filing and postage.
- Full training is provided

Experience Sought:

- Prior experience in a relevant office administration role
- Ideally, you will have worked in a commercial business previously
- Be numerate, have excellent communication and organisation skills and be able to work as part of a team

This role would be perfect for someone wanting to get into the financial arena (credit control and reconciliation) or an office administrator looking for a more challenging role, with progression into office management and basic bookkeeping and the potential of leading a medical inputting team.