



Medical Billing Inputter & Medical Billing Credit Controller

Based in Harrow, Flexible Hours, £10 per hour

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 individuals to join a team of 11 and grow with us.

Medical Billing Inputter Duties include:

- Inputting Doctor invoices onto Healthcode (medical billing software)
- Taking credit card payments from patients over the phone & answering queries
- Calling insurance companies to clarify and gather information
- General office duties such as filing, answering the phones and post
- Liaise with patients, doctors and medical secretaries
- 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

Medical Billing Credit Control Duties Include:

- Calling patients directly to take credit card payments over the phone
- Answering queries and liaising with the inputting team and the reconciliation team, to answer those queries
- Updating the medical billing software
- Liaise with patients, doctors and medical secretaries
- Full training is required

Experience Sought:

- Prior experience in a relevant office administration role
- Must have an impeccable phone manner
- Highly Organised and able to multi task
- 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

To apply, please send your CV to martine@mediaccounts.co.uk