

Physician Revenue Mgmt. & Consulting, LLC.

11974 Walker Street

Arlington TN

Part Time Clerical Job Description

PRMC needs a part time clerical associate. The candidate will need strong quantitative and interpersonal skills as well as proficiency in basic accounting functions and software programs. We are looking for a team player with an interest in building successful relationships with clients. Since our business is always changing, a willingness to learn and the ability to adapt are essential.

Job Title:

Clerical Support Staff. This person will be responsible for working with attorney's offices regarding request for statements, scanning of documents, track payments, reconcile electronic remittance advices, reconcile daily, weekly payments with bank deposits. They must be able to utilize skills in project management, organization, and communications.

Salary Range: Dependent upon Experience (salary range \$14.00 \$15.00 hourly)

Essential duties and responsibilities including the following, other duties may be assigned:

1. Communicate with attorney offices regarding requests for patient statements, explain the process and provide the necessary forms for completion.
2. Process attorney checks, deposit by use of bank scanner.
3. Annotation of patient accounts.
4. Scanning of documents for electronic storage off-site
5. Process various client's credit card payments on website
6. Reconcile/match explanation of benefits to payments.
7. Assisting other office staff with various clerical duties.
8. 28 - 30 hours per week

Education and/or experience

High school diploma/GED required

Strong analytical, communication, and computer skills.

An understanding of mathematics and accounting processes.

Ethical Behavior.

Ability to multi-task.

Ability to work independently.

Benefits include:

- Flexible work hours/days
- Paid holidays, after one year of employment

Interested persons should contact:

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