

Lexington Equine Medical Group is seeking a highly motivated, positive, and dedicated team member to immediately fill an opening for a Billing Support Specialist. This is a full-time position Monday – Friday 9am to 5pm.

About us: Lexington Equine Medical Group is a rapidly growing equine ambulatory veterinary practice that consists of seven full-time veterinarians and a broad array of clientele throughout the equine industry. We are focused on building a diverse, supportive, and driven team of people to maintain our strong company values.

Duties of the Billing Support Specialist include:

Collecting and processing work charts

Entering charges and/or procedures performed in billing system

Prepare and send invoices as requested by clients

Processing payments and monthly statements

Communicating and assisting clients over the phone

Communicating with manager, doctors, and clients related to, but not limited to billing

Assist with other duties and projects as assigned

Qualifications:

Basic understanding of Equine Veterinary Practices

A strong understanding of Microsoft Office applications

Highly organized and detail oriented

Ability to multitask, meet deadlines, and prioritize tasks

Strong communication skills

Must be self-motivated and possess a willingness to learn

Work independently and as part of a team

Strong sense of professionalism

Salary: Based on experience with excellent benefits available

E-mail resume to Lisa Jones at ljones@lexingtonequinemedical.com