



Chris R. Smith, DVM
Rocky M. Mason, DVM
Michael A. Betz, DVM
Patrick J. Ford, VMD

Kandace B. DeBolt, DVM
Madonna J. Morrison, DVM
Erika R. Growette, DVM
Natalie M. Heitz, DVM
Page B. Mauk, DVM

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.

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:

- Must have HVMS experience and an understanding of equine veterinary procedures
- 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

Please send resume to Darci Burton, dburton@lexingtonequinemedical.com