

Health in Mind is looking for an experienced, energetic and creative Office Administrator to support our team of clinicians and patients in Midlothian, VA. The Office Administrator will support the general organization and operations. Our team is growing and we are looking for the right person to share our ambition, dedication, and vision.

Responsibilities:

Customer service:

Greet patients; Accept copayments; Answer calls; Schedule appointments; Maintain agency calendar; Maintain highest standards for patient confidentiality in and out of the office.

Coordination and Organization:

Effectively multitask and offer support/training to staff as needed

Administrative Responsibilities:

- Insurance verification
- Chart/billing auditing
- Record administrative meeting notes
- Organization/coordination of all company events
- Manage company calendar
- Office space management
- Provide administrative support to the intake team
- Other duties as assigned

Qualifications:

- 6 months of experience working in a medical office
 - Technologically savvy
 - Prior use of an EHR system
 - Able to work independently
 - Must have a team mentality, flexibility and willingness to learn
 - Excellent communication and organizational skills (oral and written) and the ability to follow directions, pay attention to details, multi-task and work under pressure.
 - Demonstrated ability to compose correspondence, assemble data and prepare reports and to communicate effectively both orally and in writing with all levels of personnel, patients, and referral sources.
 - Experience in managing organizational projects to include balancing competing priorities, complex situations and tight deadlines.
 - Ability to be articulate concisely, clearly, and with diplomacy.
 - Ability to perform the physical requirements and essential functions of the job.
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- Preferred Experience: Medical Bill/ EHR
 - Required Experience: HIPAA compliance, confidentiality knowledge, customer service experience

Applicants considered for employment must successfully complete the follow background investigations/tests:

- State Police Criminal History Investigation
- Child Protective Services (CPS) Investigation

Reports to:

Office Coordinator

Job Type: Full Time, Monday to Friday (9:00am- 5:30pm or 9:30am- 6:00pm)

Pay Rate: \$18.00/hour