



Beaufort Regional Health System

JOB POSTING NUMBER: 10-45
DATE POSTED: JULY 9, 2010
DEPARTMENT: WASHINGTON UROLOGY ASSOC.
POSITION: **OFFICE COORDINATOR**
HOURS: MONDAY – FRIDAY, DAYS
STATUS: FULL-TIME REGULAR (APPROX 40 HRS/WK)

ESSENTIAL JOB

DUTIES: The individual will be responsible for all business office related duties at above practice, including:

- Scheduling
- Medical Records
- Registration
- Billing & Collections
- Compliance

Other duties as directed

**MINIMUM ENTRY
REQUIREMENTS:**

- High School graduate or equivalent/vocational training in a medical office curriculum
- Management experience
- Medical terminology
- Computer knowledge
- Billing/claims and Medical Office Experience