

Position: Billing and Insurance Assistant

About the Position:

Looking for a insurance/billing assistant to assist with insurance needs, verifying insurance coverage, answering phones, calling insurance, Spanish translations, submitting pre auths for orthodontics, answering patient questions regarding insurance and billing, assist with checking in patients. Attention to detail with patience and customer service experience wanted. You must be good with numbers and detail oriented.

Responsibilities will include:

- Engaging with insurance companies
- Handling phones
- Oversee insurance claims
- Assisting Financial Team
- Greeting patients in a professional, friendly, and hospitable manner.
- Insurance tracking
- Securing patients' financial commitment to start the best treatment possible.

The right candidate will have:

- Experience
- Leadership capabilities
- Desire to grow personally and professionally
- Excellent communication skills, enthusiastic and positive attitude with the ability to multi-task.
- Maintain an appropriate professional appearance and demeanor in accordance with office policy.
- Must be Bilingual English-Spanish
- Customer service skills
- Walk in interviews welcomed. Must bring resume with you.

Job Type: Full-time

Pay: \$18.00 - \$23.00 per hour

Benefits:

- 401(k)
- Dental insurance
- Health insurance
- Paid time off
- Vision insurance

Schedule:

Monday to Friday

Ability to commute/relocate:

Springfield, VA: Reliably commute or planning to relocate before starting work (Required)

Education:

High school or equivalent (Preferred)

Work Location:

In person – Hudson Orthodontics Office

Please Email Resume to hr@smilesbyhudson.com