

## **Billing Coordinator**

Pediatric Healthcare Associates is seeking a full-time Billing Coordinator to join our team. We're looking for someone who has a knowledge of CPT coding, is a team player, and has a strong work ethic. The Billing Coordinator is primarily responsible for coding and electronic billing, payment posting, and patient payment collections, as well as other duties as assigned.

This position is full-time, Monday through Friday 7:45 a.m. to 4:30 p.m.

PHA offers generous benefits such as 401k, profit sharing, health, dental and vision insurance, and vacation package.

### Qualifications:

- High school degree or equivalent
- Knowledge of CPT coding is a must
- Knowledge of electronic billing and payment posting is a must
- Previous patient payment collection work
- Strong oral and written communication skills
- Ability to work as a team in a fast-paced environment
- Ability to multitask and prioritize work responsibilities

### How to Apply:

Qualified applicants should forward a resume with cover letter to [careers@phagroup.com](mailto:careers@phagroup.com). Please include "Billing Coordinator" in the subject line of your email.

Pediatric Healthcare Associates is an equal employment opportunity employer. If you are unable to access or use this online application process and need an alternative method for applying, you may contact human resources for assistance at [careers@phagroup.com](mailto:careers@phagroup.com).