

BILLING & INSURANCE DEPARTMENT POSITION

(Stony Brook) hide this posting

compensation: **Based on experience**
employment type: **full-time**

We are a speech pathology office located in Stony Brook seeking a qualified candidate to fill a position in our billing and insurance department.

The position is full time.

Duties include, but not limited to contact and follow up with insurance companies for payments, denials, etc.

Candidate must have a willingness to learn, be motivated, have excellent phone manner and good communication skills, must be detail oriented, highly organized, and a team player.

In addition, candidate must:

- Have a strong work ethic
- Ability to multi task and to follow instructions
- Must be professional and have good job stability
- Operate independently and work on own initiative
- Must have the ability to prioritize, multi-task, and work well under time restrictions

Salary is based on experience.

Do not apply if you cannot work full time or do not have reliable transportation to travel to our Stony Brook location.

Please submit your resume to suffolkspeech@lispeech.com and in the subject indicate: BILLING/INSURANCE Please make sure your contact details are current.