Coastal Orthopaedic & Sports Medicine Center offers an environment where our staff provides respect and the highest level of quality care to our patients. Become part of a rewarding team and join us!

**Responsibilities:**

Checks insurance coverage, contacts companies. Creates a sense of efficiency, caring, trust and professionalism with the patient and family.

Coordinates all scheduling of office visits, prepares and enters demographic registration data into computer system, ensures that insurance information is complete, provides information regarding payment in accordance with corporate credit and collection policies.

Coordinates patients leaving, selects and enters appropriate CPT code for patient visits into computer system, receives and posts patient payments for co-pays, deductibles and other check out responsibilities.

**Requirements / Qualifications**

- Travel required between two offices located in Port St. Lucie and Stuart
- High school diploma or equivalent education.
- Knowledge of computer literacy and medical terminology, ability to communicate well with others in a prompt, efficient and accurate manner.
- Ability to work effectively with a multidisciplinary team.
- 3 years experience in physicians practice or other setting preferred.

Interested Candidates can e-mail or fax current resume to:

**HR@coastal-orthopaedic.com**

**FAX**

**1-772-873-3004**

Coastal Orthopaedic & Sports Medicine Center provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. Coastal Orthopaedic & Sports Medicine Center complies with applicable state and local laws governing non-discrimination in employment in every location in which the company has facilities.