

PASQUOTANK – CAMDEN



EMERGENCY MEDICAL SERVICE

ELIZABETH CITY, NC

JOB ANNOUNCEMENT

Billing Office Assistant

1 Part Time Position

Deadline: Friday, February 26, 2010

Pasquotank – Camden EMS is currently seeking applicants for a part-time billing office assistant for a fast-paced emergency medical service. Position is for approximately 24 hours per week. Duties will consist of, but not be limited to: Working with insurance companies and attorney offices in order to follow up on outstanding ambulance claims, assisting customers with account information and payment methods, collections of past due accounts, answering phones and other important customer service tasks.

Candidates will need to have: 1) At the minimum, a High School Diploma or G.E.D.; 2) Medical Office and insurance billing experience; 3) Proficiency in Windows based computer software such as Microsoft Word and Excel; 4) The ability to communicate well with the public; 5) Working knowledge of basic medical terminology

Salary:

- Part-time wage for this position is \$10.15/hr.

Application with resume may be submitted to the following:

Pasquotank County Personnel Office

206 East Main Street

P.O. Box 529

Elizabeth City, NC 27907-0529