

Payment Coordinator

Hudec Dental is a network of nine neighborhood dental office providing superior quality care to the Cleveland area for over thirty years. We currently have an exciting opportunity for a **Payment Coordinator**.

The primary responsibilities include posting insurance payments and ensuring any insurance payments are adjusted and collected in a timely manner should the Controller deem necessary. This position will also entail coordinating all collection activities, monitoring and reporting Self Pay A/R balances and identifying and monitoring any accounts that are turned over to a third party collection agency.

The ideal candidate will have 2+ years of posting and collections experience in a healthcare setting. Candidates must be able to read and process an EOB, be detail oriented, and have high computer skills. The position requires heavy phone usage, therefore a superior customer service aptitude is a must.

Join Cleveland's premier team of dental professionals by submitting a resume to

Hudec Dental Associates
Attn: HR
3329 Broadview Rd.
Cleveland, Ohio 44109

fax to 216.485.1257 or email hr10@hudecdental.com.

We are an equal opportunity employer committed to the principles of diversity