

Practice Administrator Job Description

The position is a fulltime position Monday – Friday in the office. Training will be provided. Suitable candidate will have a Bachelor's degree preferably in Psychology or Business and is tech savvy.

Administrative duties include:

Scheduling / Patient Intake
Filing / Medical record management
Workflow management
Neuropsychology test supply management
Authorizations
Billing and Denial management
Contracting

Compensation is based on experience and amount of training required. Benefits include 10 holidays, 10 days of vacation, 5 sick days, 50% of health, dental and vision care and retirement benefits.

Must be able to commute to any of three offices as needed. Primary Office will be Darien or Arlington Heights location.