



Chris R. Smith, DVM
Rocky M. Mason, DVM
Michael A. Betz, DVM
Patrick J. Ford, VMD

Kandace B. DeBolt, DVM
Madonna J. Morrison, DVM
Erika R. Growette, DVM
Natalie M. Heitz, DVM

Page M. Mauk, DVM
Emily N. Spengler, DVM
Jessie L. George, DVM
Taylor M. Tusso, DVM

Lexington Equine Medical Group is seeking a Billing Support Specialist. The primary responsibility of the Billing Support Specialist is the accurate and timely entry of veterinary works charts, creating invoices and processing payments on behalf of the client. The Billing Support Specialist supports the objective of the clinic by providing a high level of customer service to clients and collaborating with doctors, managers, and other co-workers.

This is a full-time position, Monday – Friday, 9am – 5pm.

Duties of the Billing Support Specialist include:

- Collecting and processing work charts
- Entering charges & procedures performed in billing system
- Preparing and sending invoices
- Processing payments
- Assist with accounts receivable as directed by Billing Manager
- Communicating and assisting clients over the phone and via email
- Other duties and projects as assigned

Qualifications:

- Must be detail-oriented and organized
- Should be able to work independently and as a team
- Strong sense of professionalism
- Good communication skills
- Ability to multi-task
- General knowledge of equine veterinary terminology

Compensation: Pay is hourly, based on experience. Generous benefits package and 401k available after 60 days.

Please send resume to Lindsay Gilbert, LGilbert@LexingtonEquineMedical.com