



Are you looking for a change for the New Year? Surgical Management Professionals is fast paced, growing organization that specializes in management and consulting services for ambulatory surgery centers, physician offices and specialty hospitals. We offer competitive compensation, bonus and an outstanding benefit package. SMP is committed to our clients and our staff. We currently have the following positions available:

**Physician Billing Coordinator:** This is a new position to our team! This FT position will coordinate all revenue cycle process for the physician client base. Provide support to ensure services provided meet the needs of clinic/physician through accurate billing and collection of accounts and standardization of internal implementation and operations processes. Candidate must have a minimum of 3 years medical billing experience in a physician office or third party billing company with an expert understanding of E/M coding, ICD-9 coding, EOB interpretation, payment posting, payer contracts and aggressive pursuit of aging accounts. Ability to manage a multitude of responsibilities while meeting objectives and working with a team. This position will act as a client liaison, ability to maintain a positive attitude is a must.

**IT Network Technician:** FT position providing support to remote locations. Some of the duties include answering help desk calls, perform data migration and network related functions, install and maintain hardware and software products, configure PCs, perform LAN administration functions, install network infra-structure equipment. Experience in programming would be a plus. Candidate must have at least 2 yrs experience in PC/LAN/WAN operations and technical degree or equivalent experience necessary. Some travel required.

**Coding Specialist:** FT Certified Coding Specialist, either RHIA, RHIT, CPC or recognized certification. This position is M-F, 8:30am-5pm, remote coding may be considered. Outpatient and/or physician coding experience is required. Experience in ortho, spine and pain management is a plus.

If you are interested in joining our team, please send resume via email to [hr@smpsd.com](mailto:hr@smpsd.com) or mail Attn: HR, 600 S. Cliff Avenue Ste 106, Sioux Falls, SD 57104. No phone calls please. EOE. [www.smpsd.com](http://www.smpsd.com)