# Medical Office Coordinator

Location: Shreveport, LA

Company: HER Wellness – Women’s Health & Aesthetic Clinic

Job Type: Full-Time | On-Site

Compensation: Competitive, based on experience

## About HER Wellness

HER Wellness is a leading women’s health and aesthetic clinic committed to providing compassionate, evidence-based care in a welcoming, patient-centered environment. We offer a full range of services—from gynecological and hormonal health to advanced aesthetic treatments—empowering women to take control of their wellness journey.

We are currently seeking a highly organized, professional, and personable Medical Office Coordinator to join our growing team. This role is essential to the administrative and clinical operations of the practice and serves as the first point of contact for our patients.

## Position Summary

The Medical Office Coordinator ensures the smooth day-to-day operations of the front office, including patient scheduling, administrative support, inventory oversight, insurance coordination, and payment collection. The ideal candidate will demonstrate excellent communication skills, attention to detail, and the ability to thrive in a dynamic clinical environment.

Weekend availability: Occasional weekends may be required (no more than two per month).

## Key Responsibilities

• Greet patients and manage check-in/check-out procedures

• Schedule and confirm appointments; manage provider calendars

• Respond to phone calls, emails, and inquiries professionally

• Coordinate with medical and aesthetic providers for workflow support

• Maintain patient intake forms and update electronic health records (EHR)

• Monitor and order office and clinical supplies

• Prepare reports related to appointments and billing

• Collect patient payments and post co-pays

• Verify insurance and obtain prior authorizations

• Submit and follow up on insurance claims

## Qualifications (including but not limited to):

• Experience in a medical or administrative healthcare role

• Familiarity with EMR/EHR systems

• Knowledge of insurance verification and billing

• Excellent communication and organizational skills

• Professional demeanor and confidentiality awareness

• Ability to multitask in a fast-paced environment

## Compensation & Benefits

• Competitive pay based on experience

• Paid time off and observed holidays

• Employee discounts on services

• Supportive, mission-driven work culture

## To Apply

Please submit your resume and a brief cover letter highlighting your interest and qualifications to: lauren.morgan@herwellness.net

We appreciate your interest and look forward to hearing from you!