



BILLING NURSE SUPERSTAR

Calling all adventurous nurses, are you ready to add a pinch of excitement to your career?

We're thrilled to announce an exciting internal opportunity for a part time Billing Nurse within our billing team. As a Billing Nurse, your role is pivotal in contributing to the success of VSOS by ensuring accurate billing aligns seamlessly with each patient's treatment record. You will work with our wonderful clinical staff to coordinate and maintain accurate invoices and give our patients families billing updates while their fur-babies are in hospital care. We anticipate a dedicated and service-oriented professional, deeply committed to providing outstanding internal and external client service, guaranteeing our clients' utmost satisfaction and support.

About This Role:

As a successful Billing Nurse, you already have knowledge of the veterinary industry and nursing and now you can add the day-to-day requirements of being a billing and accounts legend to your skill-set. Here are some of the key skills that we are seeking that are particularly relevant to this opportunity:

- Make your mark by living our VSOS values: Excellence, Trust, One Team, and Innovation.
- Attention to detail – Capturing and reviewing all patient charges from our systems EzyVet, Cubex and Smartflow.
- Client Communication – the ability to provide our wonderful patient families with regular updates on their bill while their fur babies are in hospital, and following up outstanding payments when required.
- Become one of the team members who are the “go to” experts for billing enquiries

About You:

Your nurse qualifications are certainly essential to your success in this role, and we anticipate that you will shine through your skills in the following areas:

- Timely and efficient task completion with a focus on minimising disruptions.
- Recognising that outstanding results are products of collaborative teamwork and mutual respect.
- Sustaining a consistently positive and supportive approach in all interactions.
- A commitment to ceaseless learning and the sharing of knowledge.
- The self-assured ability to take ownership of tasks and responsibilities, consistently delivering positive outcomes.
- Work in one of the premier multi-disciplinary Veterinary Specialist hospitals in Sydney
- Close to public transport and all amenities

If you would like to know more about this role or would like to apply, please submit a cover letter and CV to careers@vsos.com.au.