



MEDICAL REVENUE SOLUTIONS, LLC.

We focus on you, so you can focus on patients.

**Beverly A. Reider
Medical Revenue Solutions, LLC.
950 Walnut Bottom Rd, Ste 15-133
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www.medicalrevenuesolutions-usa.com
1.888.677.2658, ph.
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Acct Exec/Outside Sales & Marketing Representative

Job Summary:

The Outside Sales Representative, Candidate hereafter, is responsible for establishing and maintaining profitable relationships with clients on behalf of the organization and for actively prospecting for new accounts and maximizing sales potential with existing clients.

The Candidate is the primary external representative of the organization. The Candidate must convey a sense of expertise in our services and capabilities, as they serve as a key educator to our clients.

The Candidate is a member of the Sales and Marketing Team and together they are accountable for meeting the sales goals for the company. The sales and strategic marketing activities will be designed to achieve the revenue goals.

This Candidate is responsible for supporting the company's Vision and Mission:

Vision Statement:

To foresee medical professionals obtain state of the art medical software, receive government credits for e-business processes and to provide the utmost care and quality of services by our organization.

Mission Statement:

We are customer focused. We will streamline the receivables process, reduce claim rejection rate, automate electronic records, and provide recommendations where necessary, which will allow the staff more time to devote to patient care, thus increasing the bottom line for the doctor.

Responsibilities and Duties:

General and Administrative

- Communicate effectively with the organization informing and updating them regularly to guarantee that sales and client objectives are met.
- Follow systems and procedures outlined by President/Owner.
- Participate as a key team player by supporting operations as needed.
- Assists in developing and implementing contract processes.
- Prepares reports for and makes recommendation to President/Owner of clients needs.

Sales & Marketing

- Identify prospects, customers, and referral sources and develop/maintain relationships to ensure attainment of company business goals. Support efforts to consistently grow the base of referral sources.
- Actively manage short- and-long term leads from external referral sources to qualify prospects and advance them through the sales process.
- Manage marketing data using applicable sales management systems or tools to maximize efficiency and analyze data/marketing activity.



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- Effectively present and discuss the products and services of the organization to current and prospective customers in a way that conveys an image of quality, integrity and superior understanding and delivery of client needs.
- Conduct on-site and community-based presentations, seminars and education that promote the image of our organization as a leader in Medical Revenue Cycle Management.

Qualifications:

- Candidate will be on a contractual – 1099 basis.
- Education at the college level and/or 2 years combined related sales experience
- Experience in sales or customer service, and/or experience in medical software applications.
- Strong verbal and written communication skills
- Strong persuasive and interpersonal skills and a sales aptitude.
- Ability to identify and meet clients' needs and requirements.
- Must be a self-starter, dependable, energetic
- Must possess an active tele-communication device
- Must possess a valid state motor vehicle operator's license and dependable transportation.

Working Conditions:

- Variable work environment: Work is conducted both indoors and out with varying environmental conditions.
- Several hours per day may be spent operating a motor vehicle.
- Appearance at all times must represent the organizations' image.
- Exposure to the environments of client's facilities.
- Fast-paced environment: subject to numerous schedule and priority changes and short notice activity.

Additional Duties:

This job description in no way states or implies that these are the only duties to be performed. This Candidate will be expected to follow any other job-related instructions and to perform other job-related duties as requested by the President/Owner.