

**PERTH AND SMITHS FALLS DISTRICT HOSPITAL
CUPE INTERNAL JOB POSTING
CUPE 2024-40**

DATE: March 22, 2024

POSITION: TEMPORARY FULL TIME ACCOUNTS RECEIVABLE CLERK

POSITION SUMMARY:

Responsible for ensuring that all patient related charges are recorded, invoiced, collected and cash receipts are processed in a confidential manner.

DUTIES:

BILLING

- Verify that all statistics and charges from other accounts receivable sub systems are correct for billing and make any necessary corrections before posting.
- Prepare billing batches for Ambulance, WCB, Out of Country, Out of Province, Self Pay and any other miscellaneous billings and post same.
- Enter appropriate charge codes where necessary.
- Validate insurance coverage (if necessary) and post charges.
- Prepare and mail/transmit invoices and billing submissions to patient and/or appropriate insurances.
- Contact patients to obtain correct information when a claim has been rejected by their insurance, and resubmitting claims within the appropriate time period.
- Prepare chronic co-payment bills for chronic and ALC patients, i.e. determining eligibility for charge, amount to be charge and communicating with patients families in this regard.
- Answer telephone enquiries regarding bills, statements, insurance information, etc.
- Separate billing and accounts receivable reports.
- Perform assigned month-end procedures and reconciliation.
- Monthly analysis of B/AR accounts.
- Other duties as required from time to time, including year-end work papers and documents.
- Deals with confidential patient information.

PAYMENT PRODECURES

- Receive payments from clients when necessary

COLLECTION

- Determine responsible party for payment.
- Submit claims to insurance companies within time period allowed by them.
- Send statements, letters and make telephone calls to request payment of past due accounts.
- Prepare and send accounts to a collection agency when required.
- Prepare list of accounts to be approved by Vice President of Finance and Support Services for write-off at year-end.

SYSTEM MANAGEMENT

- Maintains the billing/accounts receivable dictionaries on the Meditech System, updating when necessary.

ELECTRONIC PROCESSING

- Check OHIP remittance after disk is loaded and printed by the HIS Department, correct and appropriately rebill any rejections.

QUALIFICATIONS AND REQUIREMENTS MUST HAVE:

- Post Secondary School Diploma in Finance/Accounting
- Computer literate
- Good interpersonal skills

ASSET:

- OHA Accounting Course

SALARY: \$23.983 - \$24.537 - \$25.128 - \$25.682 - \$26.257

SHIFTS: DAYS (Subject to scheduling change as per Management Rights and Article G.01 of the CUPE Collective Agreement).

CLOSING DATE: March 29, 2024 - 4 P.M.

How to apply: Please email HR@psfdh.on.ca, stating the job number in the subject line.

Be advised that the Perth and Smiths Falls District Hospital has a vaccination policy located on PDMS. Proof of vaccination will be required as a condition of employment, subject to exemptions contained in the policy.

Perth and Smiths Falls District Hospital is an equal opportunity employer committed to meeting needs under the Canadian Charter of Rights and Freedom and the Ontario Human Rights Code. Our recruitment process follows the Accessibility for Ontarians with Disabilities Act in order to provide a fair and equitable process for all candidates. Applicants requiring accommodation through the recruitment/interview process are encouraged to contact the Human Resources Department at 613-283-2330 ext. 1132 for assistance.

We thank all interested candidates for their response, however, only those chosen for an interview will be contacted.