

**PERTH AND SMITHS FALLS DISTRICT HOSPITAL
-CUPE EXTERNAL JOB POSTING-**

DATE: April 13, 2023

POSITION: CASUAL 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

ACCOUNTS PAYABLE RELIEF

- Assist accounts payable as required

ELECTRONIC PROCESSING

- Check OHIP remittance after disk is loaded and printed by the HIS Department, correct and appropriately rebill any rejections
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QUALIFICATIONS AND REQUIREMENTS MUST HAVE:

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

ASSET:

- OHA Accounting Course

SALARY: \$22.552- \$23.073 - \$23.629 - \$24.150 - \$24.690

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

CLOSING DATE: April 20th 2023 AT 4PM

Applications shall be via email to hr@psfdh.on.ca directed to Human Resources Department, stating the job posting title as the subject line of the email.

Be advised that the Perth and Smiths Falls District Hospital has a COVID-19 vaccination policy. Proof of vaccination will be required as a condition of employment, subject to exemptions contained in the policy.