

**PERTH AND SMITHS FALLS DISTRICT HOSPITAL  
-CUPE EXTERNAL JOB POSTING-  
CASUAL ACCOUNTS RECIEVABLE CLERK**

**DATE:** September 27<sup>th</sup>, 2022

**POSITION:** CASUAL ACCOUNTS RECIEVABLE 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:** \$22.108- \$22.619 - \$23.163 - \$23.674 - \$24.204

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

Human Resources

**Applications shall be via email to [hr@psfdh.on.ca](mailto:hr@psfdh.on.ca) directed to Human Resources Department, stating the job posting title as the subject line of the email.**