



UNION JOB DESCRIPTION

JD174

JOB TITLE:	Billing Clerk - Finance	JOB DESCRIPTION NO.:	40097
CLASSIFICATION:	Clerk IV, Accounts Receivable; Clerk IV (Sponsorship Clerk); Clerk IV, Head Cashier	GRID/PAY LEVEL:	F 17
COLLECTIVE AGREEMENT:	Facilities Subsector	HSCIS NO.:	10205; 10207; 10204
UNION:	HEU	JOB/CLASS CODE:	40097
PROGRAM/DEPARTMENT:	Financial Operations	BENCHMARKS (If Applicable):	10205; 10207; 10204
REPORTING TO:	Revenue Control Clerk, Revenue Supervisor or designate		
FACILITY/SITE:	Various VIHA SI Sites		

JOB SUMMARY:

In accordance with the Vision, Purpose, and Values, and strategic direction of the Vancouver Island Health Authority (Island Health) patient and staff safety is a priority and a responsibility shared by everyone; as such, the requirement to continuously improve quality and safety is inherent in all aspects of this position.

Reports to the Revenue Control Clerk, Revenue Supervisor or designate, performs a variety of routine duties relating to accounts receivable, billing, and/or cash receipting functions using a personal computer and a variety of computerized software and systems.

TYPICAL DUTIES AND RESPONSIBILITIES:

1. Performs clerical duties related to the Revenue function such as preparing, processing and entering accounts receivable demographic and billing information with particular emphasis on eligibility requirements for non-beneficiaries under the Hospital Insurance Act according to established standards, policies and procedures. Verifies that financial transactions are coded to appropriate revenue and receivable accounts and makes corrections accordingly in all related systems.
2. Receipts payments and performs daily banking functions using a manual or computerized cashing system and maintains petty cash floats and patient trust accounts. Processes returned cheques.
3. Prepares patient refund cheques, attends to Agency remittances by researching rejected claims, preparing and inputting corrections and/or transferring to other Agencies. Processes miscellaneous non-patient billing and payment application using appropriate systems.
4. Performs duties related to the processing and collection of overdue accounts including advising patients on the status of accounts, communicating, both verbally and in writing, with third party and collection agencies and preparing and submitting delinquent account reports.
5. Produces patient visit related statistical reports using spreadsheet and word processing software, maintains control logs where appropriate.
6. Attends to public inquiries in person, in writing or by telephone regarding billing information. Refers complex problems to supervisor.
7. Trains and orientates designated replacement staff.
8. Performs other related duties as required.

QUALIFICATIONS:**Education, Training And Experience**

Grade 12, successful completion of a recognized accounting course and two years recent related experience or an equivalent combination of education, training, and experience.

Skills And Abilities

- Ability to keyboard at 45 wpm
- Ability to communicate effectively both verbally and in writing.
- Ability to deal with others effectively.
- Physical ability to carry out the duties of position.
- Ability to supervise.
- Ability to organize work.
- Ability to operate related equipment.