

WEST HALDIMAND GENERAL HOSPITAL JOB POSTING

Job Posting Number	2021-35	Date	April 12, 2021
Department	Business Office	Status	Part-Time
Position	Finance Clerk		
Rate of Pay	\$25.41 - \$26.78		
Shifts	3 Days a week		

OPPORTUNITY

Are you passionate about supporting the best patient centered care? Does working in a small rural hospital and supporting the provision of vital health care to the surrounding community appeal to you? West Haldimand General Hospital is located in the beautiful town of Hagersville, and is a scenic half hour drive to Simcoe, Brantford and Hamilton. If working to make a difference for patients appeals to you, then we would like to hear from you. We currently have a vacancy for a part-time Finance Clerk in our Business Office. The Finance Clerk supports the Hospital by ensuring proper billings and receipt of payments from a variety of payees. The Finance Clerk works in accordance with our Mission, Vision and Values of Innovation, Compassion, Accountability, Respect and Excellence.

DUTIES

1. Responsible for accounts receivable at West Haldimand General Hospital (WHGH). Maintains and controls the accounts receivable sub ledger through billing, receipting, posting and reconciliation up to and including the accounts receivable trial balance.
2. Enters, posts and submits a variety of billings, including but not limited to; WSIB claims, ambulance charges, self-pay billings, out of province and country billings and chronic co-payment charges.
3. Bills the Ministry of Health (MOH) and OHIP for Radiology department procedures.
4. Investigates and follows up on outstanding MOH accounts receivable, i.e. investigates, corrects and resubmits claims to the Ministry of Health.
5. Investigates and follows up on patient accounts not submitted to OHIP due to invalid OHIP card numbers and/or version codes.
6. Consults with patients and families to determine the appropriate co-payment charge.
7. Preparing bank deposits on a weekly or as needed basis.
8. Ensures that all patient information is kept confidential in accordance with the relevant privacy legislation. Secures access to patient files and reports any breach of confidentiality.
9. Works safely at all times and in accordance with relevant legislation and Hospital policy. Is familiar with and acts in accordance with all Hospital emergency response plans.
10. As a member of the Business Team, works collaboratively with other members of the department to ensure the efficient operation of the Business Office.

POSITION REQUIREMENTS

1. Post-secondary degree or diploma in business or equivalent.
2. Previous work experience in accounting. Hospital/health care experience is an asset.
3. Strong organizational, interpersonal, time management and communication skills.
4. Ability to maintain strict confidentiality.
5. Ability to prioritize and meet deadlines.
6. Demonstrated initiative and problem solving abilities
7. Ability to work independently as a part of a team.
8. Proficient in Microsoft Windows, Microsoft Word, Excel, Outlook and Meditech

9. Demonstrates the following competencies: service focus; achievement; communication; teamwork; conflict resolution; learning & innovation and resilience.

Internal Posting Deadline	April 20 th 2021
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External Posting Deadline	April 21 st 2021
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Current resumes must be submitted to Human Resources at: hrrecruit@whgh.ca
Please include the position in the subject heading.

In order to ensure equal opportunities during the recruitment and selection process, West Haldimand General Hospital provides accommodations for applicants with disabilities upon request.

West Haldimand General Hospital thanks all applicants for their interest. Please note only those applicants selected for an interview will be contacted.