

EMPLOYMENT OPPORTUNITY

Women's College Hospital is the first and only independent, academic, ambulatory care hospital in Ontario with a primary focus on the health of women. If you're ready to be part of the future of healthcare, then you will want to join an institution in which the possibilities for creative innovation, breakthroughs in new thinking and groundbreaking work in academic ambulatory medicine are limitless. Women's College Hospital is committed to patient safety as a key professional value and an essential component of daily practice.

An exciting full time opportunity as an **Accounts Receivable Analyst (Competition #2.18)** exists in the Finance department, reporting to the Manager, Financial Services. This position will have split responsibilities, with majority of their duties focused in Accounts Receivable, depending on operational needs.

Summary of Duties, but not limited to:

Accounts Receivable:

- Submits accurate and timely non patient, and patient billings for the following financial classes: OHIP, WSIB, self-pay patients, Federal payments, Out-of-Province, Interim Federal Health (IFH) for Refugees, UHIP and other insurers.
- Responsible for processing and submitting the OHIP billing file to the Ministry of Health.
- Reviews, investigates and corrects exception reports for all financial classes (i.e. OHIP, Out-of-Province, etc.) for resubmission.
- Reviews the Aged Trial Balance, investigating and resolving outstanding accounts and unpaid claims.
- Liaises with clinical programs (i.e. Joint Department of Medical Imaging) on outstanding claims, and as part of the billing reconciliation process where necessary.
- Subject matter expert of the AR System, HRCM and is responsible to liaise with IT and/or HRCM directly to report and obtain resolutions on system issues and/or effect changes when necessary (i.e. to update billing rates).
- Recommends delinquent accounts for adjustments, write offs or endorsement to collection agency.
- Collaborates with admitting and clinical departments on information that impacts billing and collection.
- Completes monthly reconciliations to investigate, analyze and explain billing errors and outstanding balances in relation to patient and non-patient billings.
- Responsible for printing, sorting and mailing patient invoices/statements in a timely manner.

Accounts Payable:

- Processing of invoices according to standard operating procedures, ensuring payments are supported according to established payment policies.
- Ensure all invoices are processed within standard turnaround times.
- Process payment discounts where available.
- Follow up and resolve outstanding invoices, credit notes and any items over 30 days old
- Reconcile vendor statements.
- Follow-up on queries from hospital staff, physicians, suppliers, and auditors pertaining to payments.
- Retrieve invoices as required.
- Maintain Accounts Payable files in accordance with department standards.

As a role model and champion you will work to identify and integrate safe, best practices into daily activities to foster the delivery of safe and exemplary care.

The responsibilities described above are representative and are not to be construed as all-inclusive.

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Qualifications/Skills:

- University Business Degree and/or recognized accounting designation, or a Community College Diploma in Accounting or Business
- Minimum of 3 years' experience in Accounts Receivable
- Experience in Accounts Payable is an asset
- Understanding of Healthcare related billing rules and associated OHIP billing regulations
- Excellent analytical and problem solving skills required
- Intermediate Word/Excel skills
- Experience working with HRCM and SAP
- Ability to prioritize tasks appropriately
- Excellent customer service record with proven success working as a part of a team
- Effective written and verbal communication skills
- Professional behavior and communication that meets the standards of the professional regulatory college or association, as applicable, and the standards of Women's College Hospital
- This position plays a critical role in acting as an advocate for safety and will demonstrate principles, practices and processes that will optimize a safe environment for all

POSTING DATE: January 9, 2018

Please forward resumes via email to HR@wchospital.ca with your name and the competition number in the subject line. (Example: Jane Smith, 1.18)

We thank you for your interest, however, only qualified applicants who are selected to be interviewed will be contacted.

Women's College Hospital is a fully affiliated teaching hospital of the University of Toronto and is committed to fairness and equity in employment and our recruitment and selection practices. We encourage applications from Aboriginal peoples, people with disabilities, members of sexual minority groups, members of racialized groups, women and any others who may contribute to the further diversification of our Hospital community. Accommodation will be provided in all parts of the hiring process as required under our Access for People with Disabilities policy. Applicants need to make their requirements known in advance.