

# 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 **Regular Part-Time** opportunity as a **Medical Secretary (Competition #303.18)** exists in the Department of Medicine reporting to the Business Manager.

The Medical Secretary provides clerical and administrative support to the Clinics/Program. Medical Secretaries may be required to perform one or more of the described duties, as assigned.

## Summary of Duties, but not limited to:

- Return dictated reports in printed or electronic form for physician's review, signature and corrections and for inclusion in patients' medical records.
- Responsible for faxing consult notes and operative reports to referring physician and family physician (if indicated) in a timely manner.
- Review and edit transcribed reports or dictated material for spelling, grammar, clarity, consistency and proper medical terminology.
- Data entry of billing claims into Doxcity program.
- Data entry to ensure quality, troubleshoot problems and report back to physicians.
- Create claim submission files and submit to MOHLTC via EDT on a bi-weekly basis.
- Process and post patient claim to the appropriate physician account and ensuring reconciliation of the batch.
- Submit manual Mohs operative reports to the MOHLTC on a daily basis to ensure immediate payment of Mohs surgical claims.
- Prepare monthly accounts receivable reporting package, including analysis of Remittance Advice and Error reports for each physician.
- Tracks physician clinics to ensure receipt of all billing sheets; proactively addressed discrepancies.
- Reconcile billing remittance against claims on a monthly basis
- Responsible for the routine maintenance of the billing program, upgrading and maintaining programs as required by the MOHLTC.
- Maintain regulations and standards affecting patient confidentiality patient care.
- Maintain supply and currency of administrative forms, pamphlets, and supplies to be ordered and restocked when necessary
- Participate in process and quality improvement projects to support efficient clinic operations
- Attend and participate in clinical and administrative team meetings and participate in patient/office improvement projects, as required
- Follow established policies and procedures
- Provide support to clinic team, as directed

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:**

- Medical Office Administration diploma or equivalent experience is required
- 2 years' experience working in an ambulatory clinic, preferably in a hospital setting
- Familiarity with a variety of electronic billing programs, MOHLTC billing policies and procedures and Third Party Billing.
- Demonstrate proficiency in computerized spreadsheet, databases and database management
- Strong MS Office application skills including Word, Excel, and Outlook
- Third-party billing knowledge specifically in OHIP, WSIB, IFH and UHIP.
- Experience with electronic systems, such as an Electronic Patient Record
- Ability to work well under pressure and use good judgment in assessing difficult situation
- Ability to produce high quality work in accordance with Hospital standards
- Comprehensive knowledge of health care, organizational/office practices, procedures and standards.
- Excellent verbal and written communication skills
- Ability to work effectively in an inter-professional team
- Excellent organizational and time management skills well developed interpersonal skills, including the ability to handle multiple duties
- Proven ability to attend work on a regular basis
- 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: Friday, November 9, 2018**

**Please forward resumes via email to [HR@wchospital.ca](mailto:HR@wchospital.ca) with your name and the competition number in the subject line. (Example: Jane Smith, 1.16)**

**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 Indigenous 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.*