



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

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Job Board Posting



Careers.Indigenous.Link

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ACCOUNTS RECEIVABLE CLERK

Job ID	27842-6799	
Web Address	https://careers.indigenous.link/viewjob?jobname=27842-6799	
Company	McMaster University	
Location	Hamilton, ON	
Date Posted	From: 2019-07-18	To: 2050-01-01
Job	Type: Full-time	Category: Education

Description

Regional Medical Associates Job Description Accounts Receivable Clerk - Contract Regional Medical Associates (RMA) is a not-for-profit organization that provides medical billing and administration services, primarily to full-time clinical faculty members of McMaster University. RMA also provides medical billing services to individual physicians and physician groups via a separate for-profit entity (RMA Inc.), and administers Alternate Funding Plans and practice plans for numerous physician groups. The organization has 30 staff members committed to providing the most efficient and effective billing service to over 1,000 physicians. RMA is governed by a 15 member Board of Directors, most of whom are physician members of RMA.

Position Summary A contract opportunity exists for an Accounts Receivable Clerk at Regional Medical Associates (RMA) up to December 2020. Reporting to the Financial Controller, the Accounts Receivable Clerk is responsible for the preparation and data entry of non-OHIP billings as well as preparation of manual invoices and collections. The primary duties and responsibilities are generally as outlined below. You may be asked to perform some or all of the following duties.

Main Responsibilities

- Preparation and data entry of non-OHIP billings in compliance with the requirements of RMA's computer system
- Date, price, and add accounting numbers for each bill and file
- Prepare and mail patient invoices
- Review unpaid accounts with physicians for decisions regarding collection options
- Based on physicians' decision, prepare file of unpaid accounts and send to collection agency
- Contact physicians for resolutions regarding patient inquiries about their billings
- Fill out appropriate insurance papers and price billing
- Handle calls from both patients and insurance companies regarding invoices
- Fax information that is requested by Insurance Co, etc
- Prepare manual invoices that are time sensitive and cannot wait for the system generated monthly invoices
- Prepare invoices to hospitals to credit physicians with the professional component of diagnostic billings

Other Responsibilities include

- Balance remittance advice from OHIP to RMA's reports and investigate any differences
- Balance suspense account with cash receipts journal and investigate any differences
- Review accounts receivable for old accounts requiring adjustments to physicians revenue
- Record bad debt and provide the appropriate explanation for these adjustments
- Prepare and follow up on status of remittance advice inquiry forms for physicians who revise their original billings and make proper adjustments to their revenue account after they have been paid by the Ministry
- Adjust rejected claims to a zero balance for those that need no further action
- Ensure transfer of funds are appropriately allocated between physicians
- Prepare (and enter) miscellaneous adjustments, split fees, and revenue adjustments

Skills and Experience

- 2-3 years of accounts receivable and collection experience
- College diploma in Accounting or Business required
- Solid Microsoft Office skills including intermediate Excel
- Exposure to UNIX operating system or similar ERP system an asset
- Strong communication (oral and written) skills required
- Excellent interpersonal skills
- Effective time management skills
- Detail oriented and accurate
- Ability to manage multiple tasks and tight deadlines

Hours of work: 35 hours per week, normally 9am to 4:30 pm

Wage range: \$22.19 to \$31.11 per hour

This position is in the Unifor 5555 - RMA bargaining unit

For more information, visit McMaster University for ACCOUNTS RECEIVABLE CLERK