**MOH ACCOUNTS RECEIVABLE SPECIALIST**

The Patient Accounts team within Sunnybrook Health Sciences Centre’s Finance department has an immediate opening for a Ministry of Health (MOH) Accounts Receivable Specialist. This full-time, 24-months temporary position will play an important role within this fast-paced department responsible for billing and collecting revenues across the Hospital. This role facilitates and oversees the OHIP billing process for Medical Imaging procedures performed at the Hospital.

**Summary of Duties**

**MOH Billing & Reconciliation:**

* Post and reconcile Ministry of Health (MOH) remittances to bank deposits.
* Review and post exceptions and payment clawbacks; follow up with MOH to resolve discrepancies and complex billing issues.
* Ensure hospital billing system (HRCM) aligns with MOH Schedule of Benefits and stay current with MOH guidelines and bulletins.
* Review billing rules with the Department of Medical Imaging to ensure MOH compliance.

**Accounts Receivable & Financial Reporting:**

* Reconcile A/R control accounts to the General Ledger and manage prepayments, applying payments to charges and preparing refund cheques for overpayments.
* Prepare journal entries to allocate revenue to appropriate cost centres.
* Prepare and present monthly financial reports to Radiologists and Hospital leadership.
* Monitor and review aging reports; identify and execute adjustments; investigate and resolve anomalies and discrepancies.

**Physician Payments & Bad Debt Management:**

* Prepare cheque requisitions to compensate physicians based on exams performed.
* Prepare Medical Imaging bad debt write-offs and maintain accurate financial records.

**Team Leadership & Support:**

* Supervise and support two billing clerks, ensuring timely and accurate billing processes.
* Provide guidance and updates on billing rules, supporting team development.
* Collaborate with manager and team to address and resolve aging report issues.

**Stakeholder Communication & Liaison:**

* Liaise with MOH, Radiology staff, Physicians, and external departments regarding billing issues, processes, and procedures.
* Communicate with patients to resolve outstanding billing issues or concerns.

**Policy, Compliance & Continuous Improvement:**

* Develop and maintain Medical Imaging billing policies and procedures.
* Maintain up-to-date technical knowledge of MOH billing practices to maximize revenue and ensure compliance.
* Contribute to team initiatives and complete ad hoc duties as required.

**Qualifications and Skills:**

**In order to succeed in this role, the successful candidate must possess the following required and preferred qualifications and skills:**

**REQUIRED:**

* Completion of a diploma program in Business Administration or equivalent.
* Superior knowledge of OHIP billing, practices, and procedures required.
* Minimum 5 years of OHIP billing experience.
* Advanced knowledge of medical terminology is preferred
* Knowledge of the MOH Schedule of Benefits and a demonstrated ability to interpret it is an asset.
* Excellent written and oral communication skills with the ability to communicate effectively with many different internal and external stakeholder groups.
* Advanced knowledge of MS Office suite of products (e.g. Word, Excel).
* Excellent organizational and time management skills with the ability to multi-task ad hoc projects, while ensuring the billing and collection goals are achieved.
* Demonstrated ability to work independently.

**PREFERRED:**

* Understanding of Canadian immigration policies and OHIP eligibility requirements.
* Prior work experience in a healthcare setting.
* Experience using HCRM/MediAR or other healthcare patient billing systems.