EMPLOYER: SUNNYBROOK ANAESTHESIA ACADEMIC PARTNERSHIP

We have a full time opportunity for a Billing Clerk in a busy Anaesthesia department. Your duties will include data entry of OHIP billings, OHIP submissions/remittances, third party billings and financial reports; supports the Director of business operations in their duties.

The successful candidate will have at minimum 1-2 years experience with OHIP billing. (Accuro preferred). You must have MS Office experience. Excellent interpersonal, communication, and problem solving skills are essential. You must be resourceful, detail oriented, accurate and a team player able to work to meet tight deadlines.

Only those candidates selected for an interview will be contacted.

Qualified candidates are invited to send a resume to: anesthesia@sunnybrook.ca