



POSITION: Billing Clerk/Medical Office Assistant – Billing Department

Location: Kelowna

Type: Permanent Part-Time 15 hours per week plus relief coverage as needed

Valley Medical Laboratories is a physician owned and operated community laboratory that is proud to have been serving the residents and physicians of B.C.'s Okanagan Valley since 1969. The lab is owned and operated by a group of local pathologists, reliably serving the needs of patients from Vernon to Osoyoos from one of 14 collection locations conveniently located in Osoyoos, Penticton, Peachland, West Kelowna, Kelowna, Winfield, Vernon and Lumby.

QUALIFICATIONS

- Graduation from an accredited Accounting or Medical Office Assistant Program (preferred) or minimum 1-2 years working experience in relevant industry
- Experience with medical billing, preferred

SKILLS AND ABILITIES

- Effective time management and organizational skills to meet deadlines
- Effective and professional verbal and written communication skills
- Excellent troubleshooting skills
- Proficient computer skills
- Proficient math skills
- Ability to work independently and collaboratively within a team environment

RESPONSIBILITIES

- Follow departmental policies, procedures and safety practices

DUTIES

- Processing of laboratory billings
 - Daily preparation of requisitions
 - Troubleshooting refusals, errors, duplicate billings, and demographic discrepancies
 - Posting payments
 - Reconciling billings and payments
 - Accounts receivable
 - Processing credit card and debit transactions
- Provide billing information to staff as requested
 - Private testing quotes
 - Medical Services Plan coverage status
- Performing daily electronic submissions to Medical Services Plan
- Processing month end and year end
- Processing deposits
- Scanning of documents



- Liaison with
 - Patients
 - Third party companies
 - BC Medical Services Plan representatives
 - Laboratory staff
 - Physician's offices