

## **Brandon Clinic Vision Statement**

**Our ability to deliver optimal medical care to our patients will be maximized by the implementation of leading edge medical and business practices and technology. The Brandon Clinic will be recognized as an innovative leader within the medical and business community.**

**Job Description:** To represent Brandon Clinic Medical Corporation in a professional, respectful and courteous manner. Perform various accounts receivable functions with knowledge of collections and claims procedures. To be organized and efficient in ensuring patient charts are updated correctly in regards to pertinent information. That all contact with Brandon Clinic Medical Corporation is managed in an efficient and professional manner. To work together as a team to reflect optimal patient care and efficient and effective performance to support such care.

### **Required Qualifications:**

- Superior numeracy skills and basic accountancy experience required
- Friendly, Reliable, Hard Working and Self Motivated
- Outstanding communication skills
- Customer service and administrative experience
- Computer knowledge
- Able to work independently and as part of a team
- Attention to detail is a must
- Strong organizational and time management skills with the ability to set priorities
- Must have a positive attitude and ability to work in a fast paced environment
- Enthusiastic, reliable and punctual
- Willingness to learn

### **Duties include:**

- Prepare invoices and statements for services provided to individuals and third parties
- Process and balance charges and receipts
- Determine and complete necessary actions on unpaid accounts
- Deal with physicians regarding clinic policies relating to billing and release of medical information
- Assisting with patient queries, phone calls and other clerical duties including but not limited to booking appointments and updating patient information for accurate patient records as well as enquiries regarding account balances and forms
- Transfer medical information to patients and outside agencies
- Cleaning and maintaining a neat work environment and surrounding area
- Perform other duties as assigned

We thank all applicants for their interest in employment opportunities with the Brandon Clinic; however only those selected for an interview will be contacted.

Please send resumes to [jnehring@brandonclinic.com](mailto:jnehring@brandonclinic.com) or fax attention Joanne at 204-726-1765 by Friday, January 27, 2023