

BECKWITH FAMILY HEALTH ORGANIZATION

POSITION TITLE: Medical Office Assistant
ROLE: Billing Coordinator
JOB STATUS: **1 YEAR CONTRACT** - Full Time (37.5 HRS WEEKLY)
JOB REPORTS TO: Clinic Manager
DATE CREATED: May 2025

JOB SUMMARY:

The Billing Coordinator is responsible for managing and processing all billing activities related to Ministry of Health (MOH) submissions, reconciliations and reporting. This role ensures accurate, timely submission of claims, monitors rejected claims and supports physicians with billing inquiries, reconciliation and roster management.

ESSENTIAL RESPONSIBILITIES:

- Management of ministry of health (MOH) billing for all physicians, including.
 - ⇒ Run an EMR missing bills report for each physician in preparation for month end to ensure all appointments have been billed.
 - ⇒ Batch and submit MOH billing claims through EMR regularly and by month end deadline.
 - ⇒ Process incoming monthly remittance advice in EMR.
 - ⇒ Review, reconcile and resubmit mis-payments and errors as appropriate in EMR.
 - ⇒ Review and reconcile MOH bills on Accounts Receivable Report in EMR.
- Assist all physicians with MOH patient enrollment and roster management, including.
 - ⇒ Process monthly roster and outside use reports in EMR.
 - ⇒ Prepare roster and outside use reports and recommendations to individual physicians.
 - ⇒ Management of enrolment forms and submission of roster/defroster billing codes.
 - ⇒ Assist physicians with premium care and palliative care billing.
- Support physicians with optimization of billing practices
- Assist Family Health Organization (FHO) lead physicians with monthly MOH submission and processing of monthly remittance advice.
- Manage locum bill books, MOH submissions and reconciliations in EMR.
- Receive and communicate changes to billing codes as relayed by MOH.
- Work closely with clinical and administrative staff to optimize workflows that impact billing and patient care documentation
- Always maintain and respect patient and physician confidentiality and privacy

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- Perform other duties within the scope of a Medical Office Administrator as deemed required by the clinic manager.

ESSENTIAL QUALIFICATIONS, SKILLS AND EXPERIENCE:

- Completion of secondary school
- Proficiency in primary care medical billing and financial workflows, including patient account management and claims lifecycle
- Minimum 2 years of experience in MOH/OHIP billing, preferably in a primary care environment
- Computer literacy: EMR (Practice Solutions), Microsoft Office, and Internet
- Advanced knowledge of MOH fee schedules, billing codes, and primary care funding models
- Strong problem-solving skills and attention to detail
- Excellent communication and organizational abilities
- Dependability, reliability, and the ability to work under pressure and meet deadlines
- Ability to work in a manner that is in compliance with staff and patient safety practices, policies and procedures

PHYSICAL AND MENTAL DEMANDS:

- The position requires minimal physical effort, and the workday comprises mostly of sitting.
- This position may involve routine exposure to persons with contagious or infectious illnesses and requires constant attention to infection control procedures.
- An ability to exhibit critical thinking and deductive reasoning is vital. The Billing Coordinator will have competing priorities and must be able to prioritize and balance many tasks and responsibilities.

EVALUATIONS:

Evaluations of performance will be justified both quantitatively and qualitatively through examples of regularly occurring behaviors. Informal and semiformal feedback will be continually provided throughout the year between the direct supervisor and incumbent.

Please submit cover letter and resume to Karen Hall, Clinic Manager at khall@ovfht.ca by September 5, 2025.