

Job Description: Administrator/Reception Client Out-Put

We are looking for a motivated Administrator to join our dynamic clinic setting located in Barrie, ON. This role is responsible for the initial point of contact for clients within the clinic setting.

Duties

Activities may include:

- Prepare financial needs for the day
- Next action appointment booking
- Financial billing
- Review estimates and ADP applications, next action as needed
- Funding acquisition
- Take payments
- Maintain medical item stock (in/out) spreadsheet
- A/R report <90 days
- A/R actions
- Posting payments
- Payment \$ discussions
- Clinician Administrative Assistant
- Update WIP monthly
- Daily reconciliation
- Petty Cash
- Document uploading
- Keep office adequately stocked with forms (ADP, NIHS, DVA)
- Ensure client file and medical record compliance
- Clinician note review
- Open file task management
- Complete ADP forms, review ADP reports
- Complete and post Insurance Claim forms
- Facebook/Twitter inquiry responses
- Utilize Client In-Take Administrator to achieve best outcome for Reception
- Other duties as assigned by supervisor/ clinic manager

Necessary Skills:

- Ability to multi-task
- Excellent communication skills (listening skills and clear communication)
- Well-developed organization and time management skills
- Punctual, reliable & courteous manner
- Computer skills - Comfortably and confidently use computer and specialized software.
- Ability to maintain accurate records

College diploma in Administrative Studies (or equivalent) is recommended