

## **Job Description: Administrator/Reception Client Out-Put**

This role is responsible for the client payment and next actions within the clinic setting.

### **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**