Invites applications for the following position(s):

COMPETITION NUMBER: 009

C.U.P.E. Local 3338 – Temporary Position

CLERK, GRADE 7

HEALTH AND COUNSELING SERVICES - ADMINISTRATION

POSITION NUMBER: 6708

POSITION OUTLINE:
Responsible for billing, collecting and reconciling payments received for services provided by Health and Counseling Services. Ensures that proper billing and collection procedures are followed by clinical and support staff at Burnaby Health Clinic and Vancouver Health Clinic. Processes Release of Information requests and ensures compliance of Freedom of Information and Protection of Privacy Act and related SFU policies, guidelines and procedures. Provides information to clients, staff, SFU Community and external agencies regarding primary medical coverage and secondary medical coverage. Occasional Medical Office Assistant (MOA) coverage in reception at Burnaby Health Clinic. Performs other duties and responsibilities consistent with the job description and classification on request. Please Note: Priority will be given to qualified registered SFU students who must submit a Spring 2018 class schedule with their cover letter and resume. This is a part-time position working 42 hours bi-weekly. Days of work are Mondays, Wednesdays and Fridays, 7 hours per day.

QUALIFICATIONS:
• **High school graduation and general courses of moderate duration (one semester/equivalent), such as computerized word processing, spreadsheet and database applications, office procedures, bookkeeping.
• **4 years of related experience.
• 50 wpm keyboarding skills with a high degree of accuracy.
• Good knowledge of medical billing processes.
• Good knowledge of medical terminology.
• Good knowledge of current regulations regarding the Medical Services Plan (MSP), Freedom of Information & Protection of Privacy Act (FIPPA), Workers’ Compensation Board, ICBC and Out-of-Province billing guidelines and procedures.
• Basic knowledge of bookkeeping and accounting principles.
• Excellent organizational and problem-solving skills.
• Excellent interpersonal, oral and written communication skills.
• Ability to exercise mature judgment and initiative.
• Ability to work with frequent interruptions.
• Ability to handle confidential/sensitive material with discretion.
• Ability to follow oral and written instructions.
• Ability to work independently and meet deadlines.
• Ability to add, subtract, multiply, and divide numbers with a high degree of accuracy.
• Ability to use standard word processing, email, database, and spreadsheet applications (e.g., SFU Connect, Word, Excel, FileMaker) at an intermediate level.
• Proficiency in using Electronic Medical Records system and medical billing module.
• Some flexibility in time scheduling with occasional overtime.
• Some travel to Harbour Centre Health Services.
• Must be bondable.
• **or an equivalent combination of formal education, certificate/program of study and experience is acceptable.

HOURLY SALARY: $22.84
START DATE: ASAP
POSITION END DATE: November 23, 2018

A detailed resume and cover letter quoting Competition #009 must be received in our office by 4:30 pm on January 10, 2018, addressed to the attention of Deborah Walker, Human Resources Advisor. Please follow the application instructions at: http://www.sfu.ca/hr/prospective_employees/HowToApply.html.

We thank all applicants for their interest; however, only those selected for interviews will be contacted.

The University is committed to the principle of equity in employment
A more detailed job description may be obtained at www.sfu.ca/jobpostings