

Position Description

Accounts Administrator - Invoicing

Reports to: Finance Manager

Purpose:

To invoice Kensington Hospital’s private and insurance patients with a high standard of quality, efficiency and with a focus on the patient.

To invoice Kensington Hospital’s fixed price procedures with a high standard of quality, efficiency and with a focus on the patient.

To cover Kensington Hospital’s contracted procedures (Southern Cross Affiliated Provider, ACC & NDHB) when needed. Contracts cover includes approvals, invoicing, subcontractor payments and liaison with all parties to a high standard of quality, efficiency and with a focus on patients.

To provide support and cover for all the company’s accounting and general finance systems as a key member of the Finance Team.

Essential skills	Highly desirable skills
General understanding of the accounting and finance functions	Strong understanding of the patient invoicing function.
Excellent time management – respect for deadlines	Previous experience in the health sector
Exceptional patient and customer service aptitude	Proven ability to communicate effectively with Medical Specialists and their support staff
Attention to detail	
Computer literacy	
A positive can do attitude	

Key relationships:

Internal: Finance Manager, Finance team, Senior Management team, IPS Charge Nurse, Theatre Co-ordinator, PACU Team Leader & Senior Clinical Nurses

External: Company accountants and auditors, Specialists and their support staff, Southern Cross, ACC, Insurance companies, Northland District Health Board

Key Accountabilities	
Private & Insurance Patient Invoicing Fixed Price Procedure Invoicing	<ul style="list-style-type: none"> • Provide reasonable and accurate estimates • Ensure daily invoicing as per discharge of patients from our facility • Respond efficiently to patient invoicing enquiries
Cover for Southern Cross Affiliated Provider, ACC & NDHB Contracts	<ul style="list-style-type: none"> • Ensure SXAP/ACC approvals are processed in a timely manner • Ensure daily invoicing as per discharge of patients from our facility • Ensure accurate and timely processing of sub-contractor payments • Respond efficiently to invoicing & sub-contractor enquiries
Contribution to the Finance Team	<ul style="list-style-type: none"> • Support and cover other functions as needed • Support the Finance Manager as needed
Patient / Customer Service	<ul style="list-style-type: none"> • Ensure all interactions with patients are focused on the highest quality of service. • Ensure all interactions with Specialists and their support staff are focused on the highest quality of service. • Ensure all interactions with those we provide contracted services for are efficient, positive and constructive.
Health and Safety	<ul style="list-style-type: none"> • Maintain a safe and appropriate work environment • Abide by Health and Safety policies, incident reporting practices, and risk management strategies.
General	<ul style="list-style-type: none"> • Upholds and promotes the Company Values, House rules, policies and procedures. • Recognises and respects cultural differences and the application of Treaty of Waitangi principles. • Ensure compliance with the Privacy Act and Privacy policy.
Personal Development	<ul style="list-style-type: none"> • Actively participates in relevant professional development

Delegated Authorities:

- None

Employer Name (Print):	
Signature:	Date: