

## JOB DESCRIPTION

<b>Title of Post:</b>	Accounts Assistant
<b>Responsible to:</b>	Accountant and Accounting Technicians
<b>Accountable to:</b>	Chief Executive
<b>Function of job:</b>	To carry out various accounting duties associated with Inpatient and Outpatient Accounts (Sales), Credit Control (Debtors) and to assist the Accounting Technicians in all functions, working as part of a team.

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### MAIN DUTIES:

#### In Patients

Review admission lists and registration forms the day before admission. Ensure that insurance and settlement of account information is complete and correct.

Attend to patients on admission to ensure that insurance and settlement of account information is complete and correct. Accept claim forms after checking and leave in Consultant folders for completion. Advise patients on the procedure with reference to payments and claims.

Prepare patient bills ensuring all charges are correct.

Where necessary, attend to patients on discharge:

- Receive full or part payment
- Advise patients about appliance charges
- Discharge patients on computer system

Enter receipts onto, total and balance cash received book. Prepare bank lodgments and post receipts to computer.

Contact insurance company/patients regarding shortfalls or delays in payment of accounts. Send reminders to patients for excesses and other outstanding balances.

Deal with queries from patients and insurance companies on a daily basis.

Chemotherapy and Trust invoicing.

Laboratory charge price checking.

Assist with maintaining the franking machine top-up and photocopier maintenance call-outs.

#### Out Patients

Prepare registration forms for the next day and ensure all relevant information entered accurately on to the computer system.

Attend to patients leaving Out Patients Department:

- Give patient an invoice detailing all charges and receive payment.
- Accept Claim Forms after checking.

Ensure all charges have been correctly entered and prepare patient bills.

Print report for Medico-Legal charges each day, check against x-ray book and post to computer system.

Calculate Consulting Room Hours each day and post to the computer system. Carry out end of month reconciliations and print various reports for Consultant Accounts.

Advise patients on the procedure with reference to payments and claims.

Enter credit card receipts onto, total and balance Cash Received Book. Post credit card receipts to computer. Forward cheques and cash received to Inpatient Accounts for lodging to bank.

Carry out End of Day processes and print various reports.

Deal with queries from patients and insurance companies daily.

### **Credit Control**

Responsibility for the collection of all debts: health insurers, self-funding patients, solicitors, NHS Trusts, clubs, societies and other medical providers. Collection of payment in advance for Fixed Price Surgery patients. Seek Chemotherapy treatment authorisation from health insurers when required.

Upload of invoices to Healthcode for electronic submission, download of remittance advice notices from Healthcode and health insurers for payment allocation. Allocation of Euro insurer receipts and identification of patient liability and currency exchange difference.

Contact health insurance companies for shortfall information and regarding outstanding debt. Transfer of patient liability to self-funder account and issue of patient liability notifications.

Self-funder reminder letters, management of debt recovery process and posting administrative alerts to the Clinical Management System. Resolution of all queries, negotiation of payment plans, transfers to collection agency and Small Claims Court attendance when required. Discussion regarding bad debt with the Accountant.

Check that medical insurer claim forms are completed by patient and consultant and checking that invoices raised in Billing System are sent to Sage on a weekly basis.

Preparation of monthly aged debts and debtor days reports, highlighting potential issues that may impact cash flow. Preparation of adhoc reports and spreadsheets when required.

Ongoing creation and update of credit control policies and procedures.

Deal with queries from patients and insurance companies daily.

Advise patients on the procedure with reference to payments and claims.

Enter credit card receipts onto, total and balance Cash Received Book. Post credit card receipts to computer. Forward cheques and cash received to Inpatient Accounts for lodging.

Carry out End of Day processes and print various reports.

### **Other Duties**

Relieve Receptionist for meal breaks.

Carry out any other Accounting work and provide cover in other areas as requested by Accountant.

### **General Duties:**

1. Read, understand and adhere to all Ulster Independent Clinic policies and procedures.
2. Communicate effectively with all users of the service, being courteous and respectful and ensuring confidentiality always.
3. Actively participate and contribute to the continuous improvement of the service.
4. Attend all mandatory in-service training and lectures.
5. Comply with the Ulster Independent Equal Opportunities Policy at all times.
6. Carry out all duties & responsibilities in accordance with Health & Safety policies and statutory regulations.
7. Participate in annual performance review and maintain own personal development file.
8. Be responsible for own professional development and maintenance of knowledge and skills according to professional guidelines.
9. Adhere to and abide by professional code at all times (as applicable).

***The above is not an exhaustive list of duties and should be regarded as providing guidelines in which the individual works. This job description is subject to review in light of changing circumstances and operational requirements.***

## Personnel Specification

### Notes to applicants:

You must clearly demonstrate on your application form how you meet the required criteria, as failure to do so may result in you not being shortlisted.

Shortlisting will be carried out on the basis of the essential criteria set out below, using the information provided by you on your application form. Please note UIC reserves the right to use any desirable criteria outlined at shortlisting.

CATEGORY	ESSENTIAL	DESIRABLE
<b>Experience</b>	<p>Good all round knowledge of an accounts department with 2 Years recent relevant experience to include the following:</p> <ul style="list-style-type: none"> <li>▪ Preparation and issuing of invoices</li> <li>▪ Receiving payments and recording of expenditure, cash handling</li> <li>▪ Preparation of bank lodgements and cheques</li> <li>▪ Assisting with reconciliations</li> </ul>	<p>Experience of dealing with debtors.</p> <p>Accounts experience in a healthcare environment</p>
<b>Education/Qualifications / Training</b>	<p>GCSE (or equivalent) English Language and Mathematics</p> <p>Experience of Sage or similar accountancy package</p> <p>Proficient in the use of Microsoft Office, specifically Excel</p>	
<b>Other</b>	<p>The post holder will be required to be flexible in their working pattern to meet service needs.</p> <p>Satisfactory completion of the following checks:</p> <ul style="list-style-type: none"> <li>• References</li> <li>• **Evidence of right to live and work in UK</li> <li>• Health screening</li> <li>• Qualification checks</li> <li>• Satisfactory *ACCESSNI clearance.</li> </ul>	

## Competencies:

- Ability to work in a team or on own
- Effective Communication and Interpersonal Skills
- Planning and Organising
- Accuracy and attention to detail
- Customer Focus

## Information for Applicants

Please refer to our website for the following policies in relation to your application:

<https://www.ulsterindependentclinic.com/careers>

- Policy on the Recruitment of Ex-Offenders
- Criminal Records Information Policy
- Fair Processing Notice for Candidates and Applicants
- Policy on handling & storage of information

\*Applicants can obtain information about AccessNI at the following website address:

<https://www.nidirect.gov.uk/campaigns/accessni-criminal-record-checks>

\*AccessNI Code of Practice at the following website address:

<https://www.nidirect.gov.uk/publications/accessni-code-practice>

\*AccessNI Privacy Notice at the following website address:

<https://www.justice-ni.gov.uk/publications/ani-privacy>

\*\*You must have the legal right to work in the UK and in line with its legal obligations Ulster Independent Clinic will carry out Right to Work documentation checks prior to appointment. This will include checking documentation for those with Settled or Pre Settled status under the EU Settlement Scheme. Please note that whilst we welcome all applications regardless of national origin we do not hold a UK Home Office Sponsor Licence and we are therefore unable to sponsor applicants under the new UK Home Office points based immigration process.