

**Listowel Clinic Family Network
August 24, 2021**

Billing Administrator

Located in Northern Perth County in Southwestern Ontario, the Listowel Clinic Family Network is a progressive team of health professionals, with an integrated approach to healthcare. Our office is located in the growing community of North Perth, Listowel. We are currently seeking a **Billing Administrator** with strong commitment and the ability to work collaboratively in a team setting in a full-time capacity.

Position Overview: The Listowel Family Health Network (Listowel Clinic) offers integrated services with support from the North Perth Family Health Team to provide the community with high level health care. This position supports the physician group by generating income by submitting requests by third parties and submitting to OHIP, daily primary care visits and completion of accompanying documents. Performing a variety of administrative duties, such as but not limited to referral notes, transcription of physician dictation, and assisting patients at front desk.

Qualifications:

- OHIP Billing Course Diploma and/or experience in Billing Administrator role
- Organizational skills
- Multi-task, face paced environment
- Attention to detail and accuracy
- Exceptional communication skills, including professionalism
- Proficient computer skills
- Works well independently and in a team setting

Please email your cover letter & resume, in confidence, to:

**Stephanie Gratton
Practice Operations Manager
sgratton@npfht.ca**

By September 3, 2021 noon.

Only select qualified candidates will be contacted for an interview.