

Established in 1996, HR Associates is a recognized leader in the provision of temporary services to the public, broader public, and not-for-profit sectors throughout Ontario. With over 20 years of experience providing services to the public and broader public sector, we are temporary help recruitment specialists with extensive experience in providing recruitment services for administrative and professional positions in program management, healthcare, communications, human resources, finance, information technology, policy development, etc.

Medical Billing Clerk

Our healthcare client is looking for a **Medical Billing Clerk** to join their team for a long-term interim opportunity. Our client is looking for a detail-oriented candidate to ensure tasks are completed accurately and at a timely manner. In this role, the successful candidate will be responsible for selecting, compiling, and processing data from multiple sources while also preparing and verifying billing sheets, invoices, and receipts. The candidate will mainly be responsible for WSIB and MVA claims, investigating discrepancies, updating databases, preparing complex reports and other documentation.

Qualifications:

- 2+ years of experience in WSIB speciality and Motor Vehicle Accident billing;
- You have Post secondary education in Business or a related field;
- You have strong detail-oriented skills and are able to investigate and resolve issues that arise from billing;
- You have exceptional communication, attention to detail and accuracy with an ability to multitask and manage multiple deadlines;
- You have strong analytical skills and are proficient in MS Office Suite with a specialty in Excel and Word.

If you are interested in being considered for this opportunity, please submit your resume to **hra2018@hrassociates.ca**. We thank all candidates for submitting their resume, however only those selected for an interview will be contacted.

If you require an accessibility accommodation during the recruitment process, please call 416-237-1500 x237.

Please visit our website at www.hrassociates.ca for more information about our company and services.

HRASSOCIATES

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