



**HSS Registered**

**Revenue Officer**  
**Health Salaried Officers Agreement; HSO Level G4**  
**Position Number: 115273**  
**Business and Finance**  
**Armadale Kalamunda Group / East Metropolitan Health Service**

**Reporting Relationships**

Director Corporate Operations, Finance and Performance  
 HSO Level G11  
 Position Number: TBC



Business Manager  
 HSO Level G10  
 Position Number: 601430



**This Position**



Directly reporting to this position:

Title	Classification	FTE
• Nil		

Also reporting to this supervisor:

- Business Analyst;  
 HSO level G6, 2.0 FTE

**Key Responsibilities**  
 Management of private patient billing for Arrangement A for Armadale Health Service and verification and coordination of Visiting Medical Practitioner (VMP) invoices. Monitors compliance with Medicare and Private health fund billing arrangements, reconciles invoices and billing, and liaises with doctors and other stakeholders, implements processes to ensure correct billing and maximization of hospital revenue.

## Brief Summary of Duties (in order of importance)

### 1. Private Patient Billing

- 1.1 Responsible for the management of private patient billing on behalf of Salaried and Sessional Medical Staff including Arrangement A and Arrangement B in accordance with the Financial Management Manual and the Revenue Private Practice Arrangements A Guidelines and Policy.
- 1.2 Provides supporting documentation to Medical Staff to enable accurate billing of private patients.
- 1.3 Liaises with Medical Employment Services to ensure information is correct and Medical Staff are accurately recorded in the patient related Corporate Systems e.g. Private Election, Provider Number, Speciality.
- 1.4 Generates weekly relevant reports from patient Corporate Systems to inform Medical Staff on the correct patients to bill.
- 1.5 Performs monthly reconciliation of monies billed and payments received and follow-up with Health Support Services (HSS) on any discrepancies.
- 1.6 Liaises with HSS on any queries raised with billing or documentation.
- 1.7 Arranges education for Medical Staff on correct documentation and billing processes as required.
- 1.8 Carries out internal audits as required.

### 2. Visiting Medical Practitioner

- 2.1 Responsible for validating and verifying invoices from Visiting Medical Practitioners using Patient Information System, relevant clinical information systems and reviewing patient notes to ensure services have been provided in accordance with the claimed item numbers.
- 2.2 Liaises with HSS and Visiting Medical Practitioners (VMPs) to facilitate payment and action any queries raised, as part of claims for payment verification.

### 3. EMHS Governance, Safety and Quality Requirements

- 3.1 Participates in the maintenance of a safe work environment.
- 3.2 Participates in an annual performance development review.
- 3.3 Supports the delivery of safe patient care and the consumers' experience including participation in continuous quality improvement activities in accordance with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- 3.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 3.5 Performs duties in accordance with Government, WA Health, East Metropolitan Health Service and Departmental specific policies and procedures.
- 3.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

### 4. Undertakes other duties as directed.

## Work Related Requirements

### Essential Selection Criteria

1. Substantial experience in processing doctor billing arrangements including an understanding of HSS billing processes, Commonwealth Medical Benefits and the WA Public Hospitals Schedule Fee and Business Rules.
2. Highly developed organisational skills with ability to work independently with high degree of initiative and autonomy.
3. Demonstrated high level of interpersonal, communication and written skills.
4. Demonstrated experience in the use of Patient Administration Systems.
5. Highly developed skills in Microsoft suite of software applications.

### Desirable Selection Criteria

1. Previous experience in a related position of more than 5 years within the health industry.
2. Knowledge of or familiarity with the Financial Management Manual and the Revenue Private Practice Arrangements A and B Guidelines and Policy.
3. Experience in WA Health Patient Administration Systems including TOPAS and TMS.
4. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

### Appointment Prerequisites

Appointment is subject to:

- Completion of 100 Point Identification Check.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.

## Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

..... <b>Manager / Supervisor Name</b>	..... <b>Signature</b> or	..... <b>HE Number</b>	..... <b>Date</b>
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..... <b>Dept. / Division Head Name</b>	..... <b>Signature</b> or	..... <b>HE Number</b>	..... <b>Date</b>
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As Occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

..... <b>Occupant Name</b>	..... <b>Signature</b> or	..... <b>HE Number</b>	..... <b>Date</b>
..... <b>Effective Date</b>			

**HCN Registration Details** (to be completed by HSS)

..... <b>Created on</b>	..... <b>Last Updated on</b>	..... May 2018
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