Fairfield Independent Hospital

**Job Description**

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| **Job Title:** | Accounts Apprentice  |
| **Department:** | Business Office |
| **Grade:** | Apprenticeship |
| **Hours:** | 37.5  |
| **Contract:** | Permanent  |
| **Responsible to:** | Business Office Manager |
| **Accountable to:** | Business Officer Manager |

# Job Summary

1. Assist in the performance of the Finance Department’s Business Office function.
2. Assist other departments in achieving their targets by producing prompt accurate and reliable financial information.
3. Assist in ensuring that internal controls within the Hospital are enforced, measured and monitored.

**Role & Responsibilities**

# Communications

# To be professional, polite and accurate in all communication from Business Office including but not limited to letters, facsimiles, emails and telephone calls.

# Answer telephone call and handle queries from Hospital patients relating to the working of Business Office

# Liaise with and form working relationships with staff, both clinical and clerical, within the organisation and with other members of Business Office.

* 1. Liaise with, and form working relationships with insurance companies, suppliers and any third party organisations that affect the running of Business Office.

# Financial Processing

* 1. Process invoices for Outpatient procedures for NHS patients from the patient records in the patient management system timely and accurately.
	2. Process invoices for Outpatient procedures for private and insured patients from the patient records in the patient management system timely and accurately.
	3. Process invoices for Radiology procedures for NHS patient from patient records in the patient management system timely and accurately.

# Enter pharmacy invoice information into Hospital finance system.

* 1. Take debit and credit card payments over the telephone and process them through the online merchant management system.
	2. Circulate daily bank statement to relevant stakeholders.

# Maintain and monitor outstanding self-pay and insured debt. Liaise with Credit Control Officer in the credit control process and work with third parties to ensure debt is recovered.

# Create and process ledger input documents.

1. **Data Processing / Management**

# Entry of surgical timings on a daily basis from completed Theatre Record Sheets on to patient records in the Hospital patient management system.

# Entry of prosthesis and theatre consumables information from completed Theatre Records Sheets on to patient records in the Hospital patient management system.

* 1. Entry and processing of Outpatient Appointment procedures for NHS patients from the OPD Appointment Outcome forms on to patient records in the Hospital patient management system.
	2. Entry and processing of Radiology procedures, including MRI, CT and Ultrasounds for NHS patients from the OPD Appointment Outcome forms on to patient records in the patient management system.
	3. Scan Outpatient Outcome forms on to IT network and scan Theatre Record Sheets to patient File Live system.
	4. Maintain consultants’ appointment fee data manually and on patient management system.
	5. Maintain consultants’ Private Practice Register on the Healthcode platform.
	6. Maintain prosthesis details and prices on patient management system.

# Accounting Procedures

# To learn all facets of a working finance department, including purchase and sales ledgers, payments and receipts, payroll and reporting.

* 1. To assist the Finance Director and the Business Office Manager in the production of reports required in the day-to-day running of the Hospital.

# Monitor and maintain unbilled patient records in the patient management system for private and insured patients.

# Document new or revised financial policies and procedures within own work area.

# Other Duties

The above list is not exhaustive but reflects main duties of the post. It will be reviewed annually to respond to the changing needs of the service, in consultation with the post holder.

###### Additional responsibilities

Health & Safety

It is the responsibility of all employees to work with managers to achieve a healthy and safe environment, and to take reasonable care of themselves and others. Specific individual responsibilities for Health & Safety will be outlined under key responsibilities for the post.

##### Infection Control

All staff will adhere to infection control policies and procedures at all times.

Information Governance

As an employee you will have access to information that is sensitive to either an individual or to the organisation and you are reminded that in accordance with the requirements of Information Governance, NHS Code of Confidentiality, Data Protection Act 1998 and also the terms and conditions in your contract of employment, you have a duty to process this information judiciously and lawfully; failure to do so may result in disciplinary action.

## **Rehabilitation of Offenders Act 1974**

This post is subject to an exception order under the provisions of the Rehabilitation of Offenders Act 1974. This stipulates that all previous convictions, including those that are ‘spent’ must be declared. Previous convictions will not necessarily preclude an individual from employment within the Hospital but must be declared in writing at the appropriate stage during the recruitment process.

Equality & Diversity

It is the responsibility of every member of staff to understand our equality and diversity commitments and statutory obligations under current equality legislation including the Disability Discrimination Act 2005, the Equality Act 2006 and the Race Relations (Amendment) Act 2000 and to:

 All employees must act in ways that support equality and diversity and recognizes the importance of people’s rights in accordance with legislation, policies, procedures and good practice.

**Smoke-free Policy**

This Hospital operates a Smoke-free policy. This means that smoking is not permitted anywhere within owned or leased premises, including within their grounds and within owned or leased vehicles.

The job description does not form part of the Contract of Employment.