



PIPP Payment & Records Clerk

Description

1. *Please contact your career coach to apply*
2. Overview:
3. As the PIPP Payment and Records Clerk, you will contribute to the overall objective of converting all incoming injury claim documentation into an electronic format that is consistently stored in secured libraries and made available to all authorized users in BI³. The PIPP Payment and Records Clerk provides electronic document identification support to all ICM business units based on each unit's specific requirements. Additionally, the position processes payments for all non-indemnity bodily injury entitlements.

Duties

Responsibilities:

- Process payments in accordance with established procedures, business rules, customer service standards, fee schedules and best practices guidelines.
- Verify vendor invoices and customer submitted accounts for completeness, validity, valuation, and authorization.
- Ensure that reserves, coverage and preauthorization of goods/services exist on a claim prior to processing an invoice for payment.
- Enter invoice data into the Injury Claims Management (IMC) system, BI³, and ensures that:

Categories

Business, Finance and Administration

Employer

Manitoba

Job Type

Full-time

Education Level

High School

- Invoices are paid on the correct claim.
 - Payment is made to the correct vendor.
 - Correct bill item is utilized to ensure accurate allocation of the cover code.
 - Amount payable reflects the amount on the invoice.
- Return improper invoices to the vendor to request amendment.
 - Collaborate with case management staff to resolve coding, bill item, keyword, medical reports, reserving, and pre-authorization issues.
 - Process payments and non-indemnity injury payments.
 - Contact vendors in order to resolve invoicing discrepancies and enquiries.
 - Receive and physically prepare documents for the scanning process. This includes batching documents based on document type and provider, and identifying and confirming claim numbers on all incoming documents.
 - Review documents, and ensure that they are batched appropriately and ready for scanning.
 - Review scanned images confirming legibility and resolution, correcting issues as required by contacting the originator of the information.
 - Enter and confirm metadata for each document in the Kofax system, including the document's associated claim number, document type, originator, medical treatment category, and date.

Qualification

1. Qualifications:

- High school diploma or equivalent.
- Two years of office experience including electronic records administration or data entry, and dual verification/validating practices.

1. Employee Benefits:

2. **Health benefits**

3. We offer a comprehensive health benefits program that includes:

- flexible health, dental and vision plans
- health spending account

- travel health coverage
- other extended health benefits such as ambulance, massage and physiotherapy

1. **Financial security**

2. In an effort to support financial security, we offer:

- registered pension plan
- group, dependent, and optional life insurance coverage
- critical illness insurance
- sick leave to cover short-term disability
- long-term disability

1. **Wellness**

2. We offer programs that focus on how to better achieve a balance between work and personal commitments, as well as maintain a healthy workplace culture. This includes:

- vacation entitlement
- maternity, parental and adoptive leaves
- bereavement and family responsibility leaves
- employee and family assistance program
- mental-health programming
- lunch-and-learn offerings
- discounted gym memberships and wellness account

1. **Diversity and inclusion**

2. Manitoba Public Insurance believes that diversity and inclusion strengthens us. We consider ourselves to be a barrier-free organization where individual values, beliefs and practices are respected and appreciated for the diversity they bring to our work life.

3. **Employee recognition**

4. It's important to recognize our employees for their contributions. Not only do we recognize employees as they achieve milestone years in their careers, we also have several outlets for leaders and peers to reward each other for work well done.

5. **Professional development**

6. We want our employees to grow, which is why we offer support in keeping their skills up-to-date. We offer in-house training, professional development and an educational assistance program.

7. **Safety and health**

8. In an effort to encourage a safe and healthy work environment, we offer various safety, health and

workplace policies and programs along with technical expertise and assistance to support employee activities in safety and health.