



ROLE DESCRIPTION

Role Title:	Revenue Officer
Classification Code:	ASO2
LHN/ HN/ SAAS/ DHA:	Northern Adelaide Local Health Network
Hospital/ Service/ Cluster	Lyell McEwin Hospital / Modbury Hospital
Division:	Hospital Revenue Services
Department/Section / Unit/ Ward:	Finance
Role reports to:	ASO3, Senior Revenue Officer
Role Created/ Reviewed Date:	
Criminal History Clearance Requirements:	<input type="checkbox"/> Aged (NPC) <input type="checkbox"/> Working with Children Check (WWCC) <input checked="" type="checkbox"/> Vulnerable (NPC) <input type="checkbox"/> General Probity (NPC)
Immunisation Risk Category	<input type="checkbox"/> Category A (direct contact with blood or body substances) <input checked="" type="checkbox"/> Category B (indirect contact with blood or body substances) <input type="checkbox"/> Category C (minimal patient contact)

ROLE CONTEXT

Primary Objective(s) of role:

- > The Revenue Officer is accountable to the Site Supervisor and may be responsible for the effective and efficient processing of one or more of the following: hospital billing and private practice administration processes including generation of invoices, generation of claims from Medicare, health funds and other third parties; collection of cash and debtors and recording of receipts, monitoring and following up outstanding debtors balances, processing of approved debt waivers and write-offs; processing of associated doctor and hospital disbursements and funds transfers; preparation of associated reports and reconciliations, assistance with compliance and efficiency reviews and other clerical duties.

Direct Reports:

- > The Revenue Officer reports to a site Supervisor/Senior Revenue Officer.
- > Will relate closely with units within the Hospital Revenue Services, other Finance and Business Services Division and other Divisions within SA Health
- > Local Health Unit staff

Key Relationships/ Interactions:

Internal

- > Will relate closely with staff within the Hospital Revenue Services, other Finance and Business Services Division and other Divisions within SA Health
- > NALHN Medical Officers and other local health unit staff

External

- > Department of Human Services

- > Will liaise with external service providers (e.g. WorkCover, Private Health Funds etc.).

Challenges associated with Role:

Major challenges currently associated with the role include:

- > Contribute to efficient, accurate and timely hospital billing and private practice administration processes
- > Contribute to prepare data and input into computer systems and spread sheets, and review analysis

Delegations:

- > Nil

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
<i>Patient Billing and Claiming Functions</i>	Provision of efficient, accurate and timely hospital billing administration processes including: <ul style="list-style-type: none"> > Raising of patient invoices, through preparation and input into computer systems, printing, collation and issuing of accounts > Preparation and input of patient billing data for generation of manual submission to health funds and other third parties. > Liaise effectively with internal departments and external organisations (i.e. other finance or hospital administration staff, clinicians, Medicare Australia, Health funds and other third parties) to ensure effective patient billing and claiming. > Review and analysis of payment rejections and preparation of resubmissions. > Obtaining of all necessary data from relevant staff and systems to enable the above activities. > Running periodic and ad-hoc reports as required.
<i>Private Practice Functions</i>	Preparation of data and input into computer systems and spread sheets, and review analysis, as required to: <ul style="list-style-type: none"> > Enable calculation of amounts received by doctor and processing of end of month doctor and hospital disbursements and funds transfers. > Maintain databases of participating doctors, their chosen scheme and funding flows. > Prepare associated reports and reconciliations. > Provide assistance with administrative and operational compliance testing and efficiency reviews.
<i>Accounts Receivable Functions</i>	Maintenance of the Accounts Receivable function, including: <ul style="list-style-type: none"> > Prepare receipt, adjustment, remission and write off batches and input into computer systems. > Follow up of outstanding Patient debtors balances. > Run end of month and ad-hoc reports as required. > Pursue revenue recovery action and report periodically to the Debt Management Team for appropriate follow up action and or procedure.
<i>Cashier Function</i>	Responsible for undertaking general Cashier activities to maintain the timely preparation of the following: <ul style="list-style-type: none"> > Receive and receipt cash over the counter, balancing daily and prepare banking. > Responsible for contents of hospital safe. > Attend to all customer enquiries.

	<ul style="list-style-type: none"> > Maintain balances and month end reconciliations. > Responsible for collection of revenue from various hospital facilities including public telephones, vending machines and the like. > Responsible for the control of Petty Cash Funds. > Maintain accurate records for all floats as per Cash on Hand procedures.
<i>Debt Management</i>	<p>Effectively case manage an allocation of Patient Debts;</p> <ul style="list-style-type: none"> > Conduct of referred debt management matters which may include: > Preparation of evidence and debt follow up to be provided to the Debt management team. > Responding to Telephone enquiries > Preparation of reports in readiness for management reviews. > Preparation of debt waivers and write offs for processing.
<i>Petty Cash</i>	<ul style="list-style-type: none"> > Issue Petty cash disbursements in accordance with Petty Cash Procedure. > Perform daily reconciliation of Petty Cash Float. > Request float reimbursements by completing and forwarding a balanced spreadsheet that provides a summary of the expense lines to be processed for reimbursement authorised by appropriate financial delegate. > Complete Monthly Petty Cash balance reconciliation.
<i>Other revenue related duties</i>	<ul style="list-style-type: none"> > Liaise with the site Supervisor to ensure work flow and information is provided on a timely and consistent basis. > Undertake and learn, assist and fill in for other Hospital Revenue Services positions as requested the site Supervisor. > Responsible for the provision of a general clerical support function to the Hospital Revenue Services division and assisting with general customer enquiries. > Assist in areas designated and provide back-up and co-ordination as required.
<i>Assist in the efficient and effective financial management of the portfolio. Contribute as a member of a team to achieve Finance and Business Services division objectives</i>	<ul style="list-style-type: none"> > Assisting in project work and continuous improvement activities > Working collaboratively within the Division and across the Portfolio. > Supporting other team members and undertaking other duties as necessary to meet team objectives. > Participating in change management initiatives across SA Health. > Contributing to a work ethos that focuses on the achievement of identified service outcomes. > Contributing to the delivery of the broader functions of the Division by providing input into the development of business plans and operating frameworks.

Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

- > Nil

Personal Abilities/Aptitudes/Skills:

- > Demonstrated ability to establish and maintain effective working relationships with customers and colleagues.
- > Ability to collect and analyse information and to develop effective solutions based upon such analysis.
- > Demonstrated accurate and efficient data entry and computer skills.
- > Demonstrated ability to prioritise workloads.
- > Demonstrated ability to deploy professional integrity, maintain confidentiality and sustain credibility.
- > Ability to work with minimum supervision applying initiative and/or judgement to ensure timely completion of tasks and/or activities as directed

Experience

- > Successful record in identifying customer needs, developing service strategies and providing quality customer service.
- > Experience in use of computer applications and computerised accounting and billing systems.
- > Experience in data entry of financial information and statistics.
- > Some experience in finance processes.

Knowledge

- > Knowledge of accounting and administrative procedures.
- > Knowledge of SA Health, its strategic objectives and the broader SA public service context.
- > Understanding of Work Health and Safety principles and procedures
- > Understanding of the Australian National Safety & Quality Health Service Standards.

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications

- >

Personal Abilities/Aptitudes/Skills:

- >

Experience

- > Experience in the preparation of patient billing and claims to Medicare and Private Health funds.

Knowledge

- > Knowledge of accounting and administrative procedures.
- > Knowledge of SA Health, its strategic objectives and the broader SA public service context.

Special Conditions:

- > It is mandatory that no person, whether or not already working in SA Health, may be appointed to a position in SA Health unless they have provided a satisfactory current Criminal and Relevant History Screening, as required by the *SA Health Criminal and Relevant History Screening Policy Directive*.
- > For appointment in a Prescribed Position under the *Child Safety (Prohibited Persons) Act (2016)*, a current Working with Children Check (WWCC) is required from the Department for Human Services Screening Unit. For other positions, a satisfactory National Police Certificate (NPC) assessment is required.
- > For 'Prescribed Positions' under the *Child Safety (Prohibited Persons) Act (2016)*, the individual's WWCCs must be renewed every 5 years from the date of issue; and for 'Approved Aged Care Provider Positions' every 3 years from date of issue as required by the *Accountability Principles 2014* issued pursuant to the *Aged Care Act 1997 (Cth)*.
- > Appointment is subject to immunisation risk category requirements. There may be ongoing immunisation requirements that must be met.
- > Depending on work requirements the incumbent may be transferred to other locations across SA Health to perform work appropriate to classification, skills and capabilities either on a permanent or temporary basis subject to relevant provisions of the *Public Sector Act 2009* for Public Sector employees or the *SA Health (Health Care Act) Human Resources Manual* for Health Care Act employees.
- > The incumbent may be required to participate in Counter Disaster activities including attendance, as required, at training programs and exercises to develop the necessary skills required to participate in responses in the event of a disaster and/or major incident.

General Requirements:

Managers and staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Directives, Determinations and Guidelines, and legislative requirements including but not limited to:

- > *Work Health and Safety Act 2012 (SA)* maintaining your own health and safety and not place others at risk and comply with any reasonable instruction that is given to allow SA Health to comply with the WHS Act, and when relevant WHS Defined Officers must meet due diligence requirements.
- > *Return to Work Act 2014 (SA)*, facilitating the recovery, maintenance or early return to work of employees with work related injury / illness.
- > Meet immunisation requirements as outlined by the *Immunisation for Health Care Workers in South Australia Policy Directive*.
- > Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- > *Children and Young People (Safety) Act 2017 (SA)* 'Notification of Abuse or Neglect'.
- > Disability Discrimination.
- > *Independent Commissioner Against Corruption Act 2012 (SA)*.
- > *Information Privacy Principles Instruction*.
- > Relevant Awards, Enterprise Agreements, *Public Sector Act 2009*, *Health Care Act 2008* and the *SA Health (Health Care Act) Human Resources Manual*.
- > Relevant Australian Standards.
- > Duty to maintain confidentiality.
- > Smoke Free Workplace.
- > To value and respect the needs and contributions of SA Health Aboriginal staff and clients, and commit to the development of Aboriginal cultural competence across all SA Health practice and service delivery.
- > Applying the principles of the *South Australian Government's Risk Management Policy* to work as appropriate.

The SA Health workforce contributes to the safety and quality of patient care by adhering to the South Australian Charter of Health Care Rights, understanding the intent of the National Safety and Quality Health Service Standards and participating in quality improvement activities as necessary.

Performance Development:

The incumbent will be required to participate in the organisation's Performance Review & Development Program which will include a regular review of the incumbent's performance against the responsibilities and key result areas associated with their position and a requirement to demonstrate appropriate behaviours which reflect a commitment to SA Health values and strategic directions.

Handling of Official Information:

By virtue of their duties, SA Health employees frequently access, otherwise deal with, and/or are aware of, information that needs to be treated as confidential.

SA Health employees will not access or attempt to access official information, including confidential patient information other than in connection with the performance by them of their duties and/or as authorised.

SA Health employees will not misuse information gained in their official capacity.

SA Health employees will maintain the integrity and security of official or confidential information for which they are responsible. Employees will also ensure that the privacy of individuals is maintained and will only release or disclose information in accordance with relevant legislation, industrial instruments, policy, or lawful and reasonable direction.

White Ribbon:

SA Health has a position of zero tolerance towards men's violence against women in the workplace and the broader community. In accordance with this, the incumbent must at all times act in a manner that is non-threatening, courteous, and respectful and will comply with any instructions, policies, procedures or guidelines issued by SA Health regarding acceptable workplace behaviour.

Cultural Commitment:

NALHN welcomes and respects Aboriginal and Torres Strait Islander people and values the expertise, cultural knowledge and life experiences they bring to the workplace. In acknowledgement of this, NALHN is committed to increasing the Aboriginal and Torres Strait Islander Workforce.

Resilience:

SA Health employees persevere to achieve goals, stay calm under pressure and are open to feedback.

Organisational Context

SA Health

SA Health is committed to protecting and improving the health of all South Australians by providing leadership in health reform, public health services, health and medical research, policy development and planning, with an increased focus on wellbeing, illness prevention, early intervention and quality care.

SA Health is the brand name for the health portfolio of services and agencies responsible to the Minister for Health, the Minister for Health & Wellbeing. The State Government has reformed the governance of SA Health, including establishing 10 Local Health Networks (LHNs), each with its own Governing Board.

These reforms have taken a staged approach, with the most significant changes to taking place from 1 July 2019 when the new Governing Boards become fully operational.

SA Health is comprised of the Department for Health and Wellbeing and the following legal entities:

- > Central Adelaide Local Health Network
- > **Northern Adelaide Local Health Network**
- > Southern Adelaide Local Health Network
- > Women's and Children's Health Network
- > Barossa Hills Fleurieu Local Health Network
- > Eyre and Far North Local Health Network
- > Flinders and Upper North Local Health Network
- > Riverland Mallee Coorong Local Health Network
- > Limestone Coast Local Health Network
- > Yorke and Northern Local Health Network
- > SA Ambulance Service

Northern Adelaide Local Health Network

The Northern Adelaide Local Health Network (NALHN) provides care to more than 400,000 people living in the northern metropolitan area of Adelaide as well as providing a number of state-wide services, and services to those in regional areas. NALHN works to ensure quality and timely delivery of health care, whilst building a highly skilled, engaged and resilient workforce based on a culture of collaboration, respect, integrity and accountability.

NALHN offers a range of primary health care services across the northern metropolitan area of Adelaide, with a focus on providing preventive and health promoting programs in the community, and transition and hospital substitution and avoidance programs targeted at chronic disease and frail aged.

Clinical leadership of care systems is central to the current national and state wide health reforms. NALHN care delivery is configured within clinical divisions that are patient-focused, clinically led groupings of services. Clinical Divisions are responsible for managing service delivery activities across NALHN campuses and units, bringing together empowered experts to directly make relevant decisions.

NALHN includes:

- > Lyell McEwin Hospital (LMH) - a 336-bed specialist referral public teaching hospital which has links to the University of Adelaide, University of South Australia and Flinders University. LMH provides a full range of high-quality medical, surgical, diagnostic, emergency and support services.
- > Modbury Hospital is a 174-bed, acute care teaching hospital that provides inpatient, outpatient, emergency services, Aged Care, Rehabilitation and Palliative Care. GP Plus Health Care Centres and Super Clinics
- > Aboriginal Health Services
- > Mental Health Services (including two statewide services – Forensics and Older Persons)
- > Sub-acute Services

The total operating budget for 23/24 for NALHN is \$1.02 bn with a workforce of 4,710 FTE / 6,325 head count.

NALHN Governing Board

The Governing Board members bring to NALHN a wealth of knowledge and experience across many areas.

NALHN is confident that with the support of our highly qualified Governing Board, NALHN will be well placed to achieve better health service decisions tailored to local needs and deliver a safe, high quality and financially sustainable LHN into the future.

Values

SA Health Values

The values of SA Health are used to indicate the type of conduct required by our employees and the conduct that our customers can expect from our health service:

- > We are committed to the values of integrity, respect and accountability.
- > We value care, excellence, innovation, creativity, leadership and equity in health care provision and health outcomes.
- > We demonstrate our values in our interactions with others in SA Health, the community, and those for whom we care.

Code of Ethics

The *Code of Ethics for the South Australian Public Sector* provides an ethical framework for the public sector and applies to all public service employees:

- > Democratic Values - Helping the government, under the law to serve the people of South Australia.
- > Service, Respect and Courtesy - Serving the people of South Australia.
- > Honesty and Integrity - Acting at all times in such a way as to uphold the public trust.
- > Accountability - Holding ourselves accountable for everything we do.
- > Professional Conduct Standards - Exhibiting the highest standards of professional conduct.

As a public sector employee, you have a responsibility to maintain ethical behaviour and professional integrity standards. It is expected that you act in accordance with the Code of Ethics, and contribute to a culture of integrity within SA Health.

The Code recognises that some public sector employees are also bound by codes of conduct relevant to their profession.

Approvals

Role Description Approval

I acknowledge that the role I currently occupy has the delegated authority to authorise this document.

Name:

Role Title:

Signature:

Date:

Role Acceptance

Incumbent Acceptance

I have read and understand the responsibilities associated with role, the role and organisational context and the values of SA Health as described within this document.

Name:

Signature:

Date:

Version control and change history

Version	Date from	Date to	Amendment
V1	10/02/17	09/04/17	Original version.
V2	10/04/17	04/07/17	Safety & Quality statement in General Requirements.
V3	04/07/17	14/05/20	Minor formatting with order of information amended.
V4	15/05/20	19/10/2020	Organisation Context Updated
V5	20/10/2020	08/04/2021	Organisation Context Updated
V6	09/04/2021	20/12/2023	Financial Delegation Updated Management Position Clause Updated Code of Ethics Clause Updated
V7	21/12/2023		Special Conditions Updated General Requirements Updated Organisational Context Updated