

ASSISTANT MANAGER, CLAIMS (M.H.S.C.)

Class Definition

An incumbent in this class acts as Assistant Manager, Claims Section, Manitoba Health Services Commission and is responsible for planning, co-ordinating and directing a very large staff complement engaged in the processing of health service claims including medical, hospital, personal care home, optometric, chiropractic, dental surgery, pharmacare, prosthetic and orthotic devices and repairs as well as Third Party recoveries resulting from payment of hospital and medical claims involving accidents.

In addition to directing the day-to-day activities through area supervisors, the incumbent assists in the development of regulations, brochures, administrative procedures for new programs and evaluates and recommends changes to existing programs.

Incumbent participates in various committees and attends regular staff meetings as part of the management team to assist in development of policy matters.

Performs other duties as assigned.

QUALIFICATIONS

Knowledge, Abilities and Skills

Thorough knowledge of all acts, regulations and statutes relating to health care services administered by M.H.S.C. In addition the incumbent must have a working knowledge of other health legislation such as the Social Allowances Act, Hospital Act, Municipal Act, etc.

Ability to establish and maintain effective communications with health care professionals, government personnel, and the general public.

Education, Training and Experience

Course in Public or Health Care Administration with several years' experience in a supervisory role preferably in the health care field.