

**VACANCY – HARRISMITH**

**ROLE PROFILE**

Role Title	<b>BILLINGS AUDITOR</b>
Department	<b>BILLINGS</b>
Reporting Structure	<b>ADMIN MANAGER</b>
Closing date	<b>10 SEPTEMBER 2019</b>

**ROLE SUMMARY**

The Billings Auditor will be responsible for ensuring the collation of received patient files from Billings and ensure accurate billing and patient information in capture correctly.

**SKILLS PROFILE**

**EDUCATION**

- B Degree Nursing Qualification or equivalent NQF level 6
- 1-2 years' experience in an administrative role or auditing.
- Advanced Computer Literacy
- SAP will be an advantage

**WORK EXPERIENCE**

- Three or more years of experience in a private hospital
- Knowledge of Medical Aids

**KNOWLEDGE**

- Check that the confirmation and the statements have the same account nr and patient details
- Check the discharge date and times are correct.
- Check the surgical forms against the statement to make sure all stock used are billed and that the quantities are correct.
- Send the file back to the Unit Managers if there are medicine/credit mistakes made.
- Send file to pharmacy if credits are not done or any other medicine queries need to be done.
- Answering telephones and dealing with telephonic queries.
- Check case manager files for payments.
- Daily feedback to the Admin Manager regarding the DNYB and problem files and timeous final billing of files.
- Liasing with the Case manager to ensure billing of files within the required time.
- Responsible for the billing of In patient and ER files.

**APPLICATION PROCESS**

**BUSAMED IS AN EQUAL OPPORTUNITY EMPLOYER**

The Company's Employment Equity plan and targets will be considered as part of the recruitment process aligned to the Group's Employment Equity strategy. Busamed actively supports the recruitment of people with disabilities.

Interested candidates who meet the above criteria are requested to e-mail a detailed CV to [applications.harrismith@busamed.co.za](mailto:applications.harrismith@busamed.co.za) before the closing date cited above.

Should you not hear from us by the 01 October 2019, please consider your application unsuccessful.