

VACANCY – HILLCREST

ROLE PROFILE

Role Title	CASE MANAGER
Department	ADMIN
Reporting Structure	ADMIN MANAGER
Closing date	29 JULY 2020

ROLE SUMMARY

The Case Manager will be responsible for the liaison between the patient and medical aids in order to secure payment for the hospital.

EDUCATION

- Grade 12 or equivalent NQF level 4 qualification
- Diploma in Nursing or B Degree Nursing Qualification

WORK EXPERIENCE

- Previous Case Management experience advantages
- Intermediate computer skill (Excel and Word)
- Excellent Interpersonal and communication skills
- Knowledge of Medical Aids

KNOWLEDGE

- Ensure all the relevant details on Hospital Billing System are updated and are accurate
- Supply all details regarding patients' history to Clinical partners
- Monitor and control costs for Managed Care Organisation patients
- Confirm length of stay for all Managed Care Organisations patients
- Accompany Managed Care Organisation Case Managers on ward rounds in the hospital
- Assist with final authorisation of Managed Care patient files
- Ensure correct coding for all Managed Care Organisation patients
- Consult with the relevant service providers regarding the patient care treatment
- Assist with the transfer of patients to Rehab Hospital or step down facilities
- Arrange in-service training for relevant staff to meet the needs of the theatre department
- Liaise network of internal and external stakeholders to ensure that managed care of patients is maintained
- Actively participate as a member of a team to achieve goals
- Active involvement in own professional development to maintain a satisfactory level of skill and knowledge
- Work effectively and co-operatively with others to establish and maintain good working relationships that are mutually beneficial.
- Develop collaborative relationships to help accomplish work goals

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.hillcrest@Busamed.co.za before the closing date cited above.

Kindly indicate the name of the position you are applying for in the subject line of your email. Please consider your application unsuccessful should you not hear from us by the 31 August 2020