



Vacancy – Busamed Management Company	
Role Title	<b>CREDIT CONTROLLER – HEAD OFFICE – DURBAN</b>
Department	<b>FINANCE</b>
Reporting Structure	<b>GROUP ADMIN MANAGER</b>
Closing Date	<b>01<sup>st</sup> MARCH 2021</b>

### ROLE SUMMARY

The Credit Controller will be responsible for the control of the Debtor's ledger for Medical Aids. The incumbent is further responsible to minimize the financial exposure to the business with regards to credit control processes and to render exceptional professional services to all patients and customers.

The incumbent will be required to complete credit administration tasks in the Busamed Head Office Credit Control Department. Process all new accounts & Ensuring that new accounts are credit worthy.

- Ensure all Credit Control Policies and Procedures are adhered to
- Customer Orientated and Exceptional Inter-personnel skills
- Debtors Posting of Payments and Clearing
- Debtors Adjustments to be Journalised on a daily / weekly basis
- Have an understanding of the NHN Billing & Tariff Guidelines
- Minimise Bad Debt Exposure and Hand Over Delinquent Accounts to Pre-Legal Collection process
- Understand the Medical Aids, Private & Foreign Processes
- Liaise with Case Managers at Hospitals on the Rejections from Medical Aids
- Be able to Reconcile Accounts Rejected by Funders and Follow Up

### SKILLS PROFILE

#### EDUCATION

- Grade 12 or equivalent NQF level 4 qualification

#### WORK EXPERIENCE

- Two (2) years Credit Control experience in a Hospital Finance Environment
- Experience in a Private Hospital would be advantageous

#### KNOWLEDGE

- SAP Hospital System would be advantageous
- Intermediate Computer Skills
- Knowledge of Medical Aids & the Healthcare Industry would be advantageous

## 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 [careers@busamed.co.za](mailto:careers@busamed.co.za) before the closing date cited above.

Should you not hear from us by the 31<sup>st</sup> March 2021, please consider your application unsuccessful.