

VACANCY – MODDERFONTEIN

ROLE PROFILE

Role Title	BILLINGS CLERK X2
Department	BILLING
Reporting Structure	ADMINISTRATION MANAGER
Closing date	13 AUGUST 2021

ROLE SUMMARY

The Billings Clerk will be responsible for assessing patient files for accurate accounting with Scale of Benefits and ARS Contracts as well as assisting the Quality Review department and for ensuring the collation of received patient files from Billings and ensure accurate billing and patient information in capture correctly.

SKILLS PROFILE

EDUCATION

- Grade 12 or equivalent NQF level 4 qualification
- 1-2 years' experience in an administrative role or auditing
- Intermediate Computer Literacy

WORK EXPERIENCE

- Three or more years of experience in a private hospital
- Minimum of 3 years' experience using Scale of Benefits and ARS contracts
- Knowledge of Medical Aids
- SAP knowledge will be advantageous

KNOWLEDGE

- Assessment of patient files to ensure that all surgical, ethical, gases and equipment are recorded on account as per actual use
- Assessing of accommodation
- Final authorisation of accounts
- Application of ARS contracts
- Stay abreast of changes and implement them effectively
- Any other duties assigned by the Administration Manager or File Assessor from time to time
- Ensure all discharges are corresponding with the DNYB daily
- Ensure all files are billed as per medical aid rules
- Ensure all private patients are billed according to private tariff rules
- 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.

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.modderfontein@busamed.co.za before the closing date cited above.

Should you not hear from us by the 31st August 2021, please consider your application unsuccessful.