

ROLE PROFILE	
Role Title	CASE MANAGER
Department	ADMINISTRATION
Reporting Structure	ADMINISTRATION MANAGER
Closing Date	1 NOVEMBER 2021
ROLE SUMMARY	
<p>The Case Manager will be responsible for the liaison between the patient and medical aids to secure payment for the hospital.</p> <ul style="list-style-type: none"> • Ensure all the relevant details on Hospital Billing System are updated and are accurate • Daily updates and ward rounds of all patients • 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 accurate coding for all Managed Care Organisation patients in timeous manner • Consult with the relevant service providers regarding the patient care treatment • Assist with the transfer of patients to Rehab Hospital or step-down facilities • Liaise with network of internal and external stakeholders to ensure that managed care of patients is maintained • Work effectively and co-operatively with others to establish and maintain good working relationships that are mutually beneficial. 	

SKILLS PROFILE

EDUCATION

- Grade 12 or equivalent NQF level 4 qualification
- Diploma in Nursing or B Degree Nursing Qualification
- Registration with the South African Nursing Council

WORK EXPERIENCE

- Three or more years of experience in a private Hospital
- SAP experience will be advantageous
- Previous experience in stock management
- Previous experience as a Case Manager will be advantageous

KNOWLEDGE

- SAP system Essential
- Intermediate computer skill
- Knowledge of Medical Aids
- ICD-10 / CPT- 4 Coding Qualification
- Knowledge of NHN Billing Guidelines advantageous
- Knowledge of funder contracts and exclusions 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 **applications.harrismith@busamed.co.za** before the closing date cited above.

Should you not hear from us by the **15 November 2021**, please consider your application unsuccessful.
