



VACANCY: JOINT MEDICAL HOLDINGS

DIVISION:	CITY HOSPITAL
JOB TITLE:	CASE MANAGEMENT QUALITY ASSESSOR

PURPOSE OF POSITION

The incumbent will be responsible in collaboration with hospital case management teams, for liaising between the patients, medical doctors and medical schemes in Order to provide clinical coding that is updated in accordance with the patient response to treatment in order to receive reimbursement from funders.

KEY PERFORMANCE AREAS

- Work with billing departments to achieve clinical coding excellence on all patient files.
- Application of clinical and coding knowledge to effectively assign and sequence all ICD 10 and CPT codes for services rendered for each patient event.
- Read and analyse records from all available digital and other resources for accurate and appropriate coding that reflects the relevant medical history and care the patient received as well as the response to treatment.
- Comply with all legal requirements regarding clinical coding procedures and practices.
- Actions that are guided by the South African Code of Ethics for Clinical Coders and South African coding standards.
- Review of patient records for missing information.
- Review of PMB queries and recommendations for action.
- Communicate with funders about clinical coding errors and disputes.
- Identify discrepancies, potential quality of care and billing issues.
- Assist with ad hoc case management required at hospital level.
- Provide support to the hospital billing department.
- Assist with the training of staff regarding ICD-10 and CPT coding.
- External Customer Support
- Contact physicians and other health care professionals with questions about treatments or diagnostic tests given to patients regarding coding procedures. Serves as coding consultant to care providers.

COMPETENCIES (The following will be advantageous)	
<p>MINIMUM REQUIREMENTS (Educational Qualifications & Experience)</p>	<ul style="list-style-type: none"> • Registered Nursing Diploma with current SANC Registration • Advanced Certificate in ICD-10 Coding (Essential) • Advanced Certificate in Complete CPT preferred • Minimum of 3 years' experience within Clinical Coding in a private hospital or managed care environment.
<p>SKILLS (Practical & Technical)</p>	<ul style="list-style-type: none"> • Knowledge and expertise in clinical coding essential – having achieved industry competency level. • Basic understanding of clinical terminology • Knowledge of funder contracts, rules, co-payments and exclusions. • Thorough understanding of CPT and ICD 10 coding standards • The ideal person will have willingness to assume job ownership, work independently and apply principles of continuous improvement. • Ability to engage with internal and external customers towards resolution of issues. • Intermediate to Advanced PC Literacy
<p>BEHAVIOURAL ATTRIBUTES (Personality Characteristics)</p>	<ul style="list-style-type: none"> • Professionalism and initiative • Well-spoken and respectful • Must be able to adhere to all company rules and policies.
<p>JMH VALUES (Commitment)</p>	<ul style="list-style-type: none"> • We respect the dignity of an individual. • We are committed to giving our doctors top quality service. • We are committed to building an atmosphere of trust, and to train and develop our staff to their fullest potential. • We are committed to providing our shareholders with a fair rate of return on their investment. • We will act in a responsible manner towards our physical and social environment.
<p>CV's together with supporting documents should be submitted to: recruitment@jmh.co.za</p>	

NB: Only short listed candidates will be contacted.
POPIA CLAUSE – HR ADVERTS

Your information is collected and processed in accordance with the Protection of Personal Information Act No 4 of 2013 (POPIA).

By applying to this advert, you consent to JMH (Pty) Ltd collecting and processing your personal information for the purpose of determining your eligibility for the advertised position.

If unsuccessful, your personal information is securely destroyed and is not retained by the company.

Closing date for applications is 07 March 2024
Yours faithfully
Jenny Bux
Group HR Manager