

**VACANCY: JOINT MEDICAL HOLDINGS**

<b>DIVISION:</b>	<b>RICHARDS BAY MEDICAL INSTITUTE - CASE MANAGER</b>
<b>JOB TITLE:</b>	<b>CASE MANAGER</b>

<b>PURPOSE OF POSITION</b>	
The incumbent will be responsible for managing risk through application of clinical knowledge, best operating procedures, service level agreements and accurate coding.	
<b>KEY PERFORMANCE AREAS</b>	
<ul style="list-style-type: none"><li>• Following the JMH policy with regards to clinical updating within turnaround times and service level agreements.</li><li>• Accurate and complete ICD 10/ CCSA coding.</li><li>• Month end deadlines</li><li>• Ensure accurate and complete billing.</li><li>• Ensure adequate and appropriate information is communicated the medical schemes.</li><li>• To manage the internal DSO and ensure optimization of tools used.</li><li>• Ensure complete rollout and compliance of Care Risk Management Procedures and Protocols.</li><li>• Ensure effective resolution to rejections relating to case management</li></ul>	
<b>COMPETENCIES (The following will be advantageous)</b>	
<b>MINIMUM REQUIREMENTS</b> (Educational Qualifications & Experience)	<ul style="list-style-type: none"><li>• Registration with the SANC as a RN / EN</li><li>• Must be computer literate.</li><li>• Must have Billing / Auditing experience essential.</li><li>• Experience in a multidisciplinary hospital environment.</li><li>• ICD 10and CCSA coding experience is required.</li><li>• Must have experience in liaising with medical aids, doctors, and patients.</li></ul>
<b>SKILLS</b> (Practical & Technical)	<ul style="list-style-type: none"><li>• Must have excellent telephone skills.</li><li>• Must possess excellent inter-personal skill</li></ul>
<b>BEHAVIOURAL ATTRIBUTES</b> (Personality Characteristics)	<ul style="list-style-type: none"><li>• Professionalism and initiative</li><li>• Well-spoken and respectful</li><li>• Must be able to adhere to all company rules and policies.</li></ul>

**JMH VALUES**  
(Commitment)

- 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.

CV's together with supporting documents should be submitted to: [heidi.rodriques@jmh.co.za](mailto:heidi.rodriques@jmh.co.za)

**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 23 February 2023**

**Yours faithfully**  
**Jenny Bux**  
**Group HR Manager**