

JOINT MEDICAL HOLDINGS PROPRIETARY LIMITED

Registration No. 2011/010448/07



VACANCY: JOINT MEDICAL HOLDINGS

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| DIVISION: | CITY HOSPITAL |
| JOB TITLE: | RELIEF BILL AUDITOR (PERMANENT) |

PURPOSE OF POSITION

- The incumbent will be responsible for the accessing of patient files for accurate billing within scale of benefits and contractual commitments for submission to medical aids for payment.
- Inspect, correct, and verify all business accounts and processes.

KEY PERFORMANCE AREAS

- The provision of an efficient, effective and acceptable information, advisory and helping service to customers (patients, visitors, doctors, nursing staff and other health professionals)
- Manage the provision of accurate information to customers.
- Perform and document internal audit of hospital billing processes and controls.
- Identify and action all corrective measures on all accounts and benchmark against Group targets.
- Ensure compliance with our audit process.
- Draw up reports with regards to the accuracy of coding, and ensure it reflects the accurate diagnosis as well as losses.
- Manage accuracy and integrity of data.
- Manage efficiencies around the billing processes.

COMPETENCIES (The following will be advantageous)

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| <p>MINIMUM REQUIREMENTS (Educational Qualifications & Experience)</p> | <ul style="list-style-type: none"> • Grade 12 Certificate • 3 – 5 Years Hospital experience. • Experience in Bill auditing • Nursing Qualification • Computer Literate and Excellent interpersonal skills and communication skills. • Must be able to work under pressure and decision making. • Experience with Medical Aids and Pre-Authorizations. • Background knowledge of Basic ICD and CPT codes as well as Medical experience will be of the added value. • Own vehicle essential. • Successful candidate should be available immediately. |
| <p>SKILLS (Practical & Technical)</p> | <ul style="list-style-type: none"> • Must be honest, truthful and conscientious in their approach to, and in their performance of their work. • Free from any influence that may be impair objective professional judgement will all inferences to the tariff interpretation contracts. • Abreast of current businesses processes as well as future development in the medical aid service provider industry, and his knowledge and skill is to be maintained at a level sufficient to ensure competent professional service; and • Courteous and considerate to all whom they may come into contact. |

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| BEHAVIOURAL ATTRIBUTES (Personality Characteristics) | <ul style="list-style-type: none"> • Professionalism and initiative • Well-spoken and respectful • Must be able to adhere to all company rules and policies. |
| JMH VALUES (Commitment) | <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>***Note - Should successful candidate join before 1 November 2024 they will be offered a bonus.</p> |

CV's together with supporting documents should be submitted to: recruitment@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 4 October 2024

**Yours faithfully
Jenny Bux
Group HR Manager**