



DURDOC HOSPITAL

VACANCY: JOINT MEDICAL HOLDINGS

DIVISION:	DURDOC HOSPITAL
JOB TITLE:	CREDIT CONTROLLER X1
PURPOSE OF POSITION	
The Creditors Controller role is crucial for managing creditor relationships, ensuring accurate payment processing, and maintaining financial integrity within the organization.	
KEY PERFORMANCE AREAS	
<ul style="list-style-type: none"> • Retrieve outstanding debts from medical aid schemes, insurers, patients, members, and guarantors. • Maintain overview of all outstanding accounts in hospital as well as bad debt risks. • Efficiently manage outstanding debts to prevent write-offs and aged claims. • Regularly review and address the age analysis of accounts. • Maintain control over medical aid accounts by promptly processing and submitting all claims. • Maintain accurate records of collection statuses and pertinent notes for each account. • Prepare documentation for all accounts related to their payments. • Enter payment receipts and reconcile all assigned claims. • Process requests for refunds. • Communicate with medical aid schemes and patients to resolve account inquiries and shortfalls. • Perform additional daily tasks accurately. 	
COMPETENCIES (The following will be advantageous)	
MINIMUM REQUIREMENTS (Educational Qualifications & Experience)	<ul style="list-style-type: none"> • Must have Grade 12 qualification. • 2-3 years' experience in Credit Management/ Finance. • Have relevant experience in Debtors/ Accounts Receivable Department in a hospital advantageous. • Must have knowledge of Medical Aids and Managed Health Care rules. • A relevant formal qualification in this field would be a crucial advantage. • Previous work in the ambulance environment will also be an advantage.
SKILLS (Practical & Technical)	<ul style="list-style-type: none"> • Excellent Communication Skills. • Must be computer literate, with strong Excel Skills. (Higher competency will be an advantage). • Excellent inter-personal telephonic skills with public and medical aids. • Ability to work well within a team • Ability to work in a pressurised environment • Understanding of prescribed minimum benefits (PMB) process • Understanding of ICD-10, CPT and hospital billing rules • Excellent attention to detail

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.
CV's together with supporting documents should be submitted to: durrecruit@jmh.co.za	
	<p style="text-align: center;">NB: <u>POPIA CLAUSE</u></p> <p>Your information is collected and processed in accordance with the Protection of Personal Information Act No 4 of 2013 (POPIA).</p> <p>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.</p> <p>If unsuccessful, your personal information is securely destroyed and is not retained by the company.</p> <p style="text-align: center;">Closing date for applications is 07 May 2025</p> <p style="text-align: center;">Yours faithfully Jenny Bux Group HR Manager</p>