



VACANCY: ISIPINGO HOSPITAL

DIVISION:	ISIPINGO HOSPITAL
JOB TITLE:	BILL AUDITOR – RE-ADVERTISED
PURPOSE OF POSITION	
The Bill Auditor will be responsible for liaising between the Doctors, Medical Aid and Case Managers, ensure effective resolution to rejections relating to case management, meeting all month end deadlines and ensure accurate and correct auditing.	
KEY PERFORMANCE AREAS	
<ul style="list-style-type: none"> • Following the JMH policy with regards to clinical updating within turnaround times and service level agreements. • Accurate and complete ICD 10/ CCSA coding. • Month end deadlines • Ensure accurate and complete Auditing. • Ensure adequate and appropriate information is communicated with the Case Managers. • To manage the internal DSO and ensure optimisation of tools used. • Ensure complete rollout and compliance of Care Risk Management Procedures and Protocols. • Ensure effective resolution to rejections relating to case management. 	
COMPETENCIES (The following will be advantageous)	
MINIMUM REQUIREMENTS (Educational Qualifications & Experience)	<ul style="list-style-type: none"> • Must have Grade 12 • Must be computer literate. • Must have Billing / Auditing experience. • Experience in a multidisciplinary hospital environment. • ICD 10 and CCSA coding experience is a requirement. • Must have experience in liaising with medical aids and Doctors
SKILLS (Practical & Technical)	<ul style="list-style-type: none"> • Excellent Communication Skills
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: sirecruit@jmh.co.za	
<p>NB: Only short-listed candidates will be contacted. Kindly note that should you not be contacted for this position; your CV will be discarded, and you will be required to re-apply for any other positions advertised.</p> <p style="text-align: center;">Closing date for applications is 09 May 2024 Yours faithfully Jenny Bux Group HR Manager</p>	