



JOINT MEDICAL HOLDINGS PROPRIETARY LIMITED

Registration No. 2011/010448/07

VACANCY: JOINT MEDICAL HOLDINGS

DIVISION:	ASCOT PARK HOSPITAL
JOB TITLE:	BILL AUDITOR
PURPOSE OF POSITION	
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	
<ul style="list-style-type: none">• 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.• Reporting on the integrity of the billing processes from admission to submission of accounts.• Regular audit of the billing within the hospital to ensure the process is efficient and effective.• Identify coding errors and make recommendations for corrections.• Ensure compliance of risk sharing contracts and pre-determined billing standards.• Highlight huge losses and implement ways of curbing these losses.• Liaise with service providers to prepare cost estimate for patients.• Ensure high levels of customer care within the bill audit department.	
COMPETENCIES (The following will be advantageous)	
MINIMUM REQUIREMENTS (Educational Qualifications & Experience)	<ul style="list-style-type: none">• Grade 12 Certificate• 3 – 5 Years Hospital experience.• Experience in Bill auditing• 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.

<p style="text-align: center;">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. • Develop a spirit of teamwork amongst colleagues in all Departments recognising the need for a friendly working environment • 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.
<p style="text-align: center;">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 style="text-align: center;">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.

CV's together with supporting documents should be submitted to: ascotrecruit@jmh.co.za

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.

Closing date for applications is 07 February 2023

**Yours faithfully
Jenny Bux
Group HR Manager**