

Form: HRRF5 10/14	HR Department	Compiled by: L Schutte
Effective Date: 1 October 2014	Revision: 0	Approved by: L Labuschagne
Title: Standard Advertisement Template		



CAREER OPPORTUNITY: CONFIRMATIONS CLERK

This position reports to the Patient Services Supervisor

PURPOSE:

To minimise financial risk by ensuring authorisation and re-authorisation of all cases through effective communication between relevant parties.

Key Performance Areas:

- To obtain authorisation and re-authorisation for all identified cases to ensure fully paid claim
- To accurately and timeously capture data and communicate to all parties.
- To ensure compliance to the confirmation procedures contracts and legal aspects by utilising available resources and systems hospital and respective clients.
- To identify and refer risk cases to minimise financial risks.
- To adhere to clinical coding standards and protocols.

Requirements:

- A Grade 12 or equivalent qualification.
- Experience in a private hospital environment.
- Basic knowledge of Microsoft Office.
- Knowledge of rules and regulations regarding funder contracts.
- Basic ICD 10 and CPT coding knowledge, Certification advantageous.
- Understanding of patient services systems, policies and procedures.
- Good accuracy and attention to detail skills in order to maintain high standards in work output.
- Maintains a customer-focused mindset that acknowledges the value of the customer.
- Utilises self-management techniques in order to proactively improve own performance.
- The ability to perform under pressure.

Interested, suitable qualified applications, including a comprehensive CV and copies of qualifications can be forwarded to the HR Officer at SharonM@eyeinstitute.co.za (Internal candidates are reminded to discuss their applications with their line managers prior to submitting their CVs)

Closing date: 20 March 2019

Form: HRRF5 10/14	HR Department	Compiled by: L Schutte
Effective Date: 1 October 2014	Revision: 0	Approved by: L Labuschagne
Title: Standard Advertisement Template		

Only short-listed candidates will be contacted. If you have not heard from us within 15 days of the closing date, please accept that your application has been unsuccessful. The Pretoria Eye Institute is an equal opportunity Employer.